



Cadet Programs

CADET PROGRAM MANAGEMENT

This regulation provides guidance and procedures for those who conduct the Civil Air Patrol (CAP) Cadet Program. Supplements are not authorized, except as specifically noted, or when approved by NHQ CAP/CP. **Note: Shaded areas identify new or revised material.**

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Implementation Instruction:

This edition of CAPR 52-16 introduces the Wright Brothers Award for cadets who complete Phase I of the Cadet Program. Consequently, the cadet grade structure previously used during Phase I and II is affected. Therefore, some cadets will automatically receive promotions effective 1 April 2003:

Highest Achievement Completed Prior to 1 April 2003	Grade Prior to 1 April 2003	Grade Effective 1 April 2003
Achievement 3	C/SrA	Remain a C/SrA until completing Wright Brothers Award requirements (see paragraph 2-6g)
Achievement 4	C/SSgt	C/TSgt
Achievement 5	C/TSgt	C/MSgt
Achievement 6	C/MSgt	C/SMSgt
Achievement 7	C/SMSgt	C/CMSgt
Achievement 8	C/CMSgt	Remain a C/CMSgt

CHAPTER 1 – OVERVIEW

1-1. GENERAL. The mission of the Civil Air Patrol Cadet Program is to provide the youth of our nation a quality program that enhances their leadership skills through an interest in aviation, and simultaneously provide services to the United States Air Force and the local community.

a. Commanders are responsible for conducting the Cadet Program in accordance with this regulation. Common sense and good judgment will be exercised in appointing qualified senior members to work with cadets.

b. The Cadet Program permits every cadet to

1) participate in a variety of special activities and programs;

2) develop the knowledge, skills, and attitudes necessary for understanding aerospace principles and the total impact of aerospace power upon society;

3) develop self-discipline, teamwork, and confidence through the study and practice of leadership in an Air Force environment;

4) develop a personal ethical foundation and an understanding of the moral issues of our time through discussion and debate;

5) become physically fit and develop a lifelong habit of regular exercise.

c. Through study and performance, cadets work through a series of achievements. As cadets progress, they advance in grade, may earn ribbons and certificates, become eligible for nationally-sponsored special activities, and compete for academic and flight scholarships.

1-2. CADET ORGANIZATION AND STAFF.

a. The cadet staff is part of the organizational structure shown in CAPR 20-1, *Organization of Civil Air Patrol*. Although the squadron is the basic unit of CAP, it may be subdivided into flights and each flight may be subdivided into a maximum of four elements. An element leader commands each element and the flight has a flight commander, flight sergeant and a guide.

b. The cadet commander of the squadron is appointed by the squadron commander and has cadet officers on his or her staff and one first sergeant. Any cadet may fill a cadet staff position without regard to the cadet's grade. However, service as a Phase I or Phase II cadet in these staff positions will not be credited toward the staff officer requirements in Phases III and IV. Unit commanders may keep cadet command and staff positions vacant until such time as cadets obtain appropriate grades and maturity.

c. Any cadet may be appointed to positions at group, wing, region and national levels with the appropriate commander's approval.

d. Commanders should encourage the maximum use of their cadets both in planning and conducting the Cadet Program. Commanders, or their designated senior members, are responsible for providing the adult leadership and supervision necessary for the cadets to achieve their missions and goals.

1-3. PROGRAM ELEMENTS. The Cadet Program consists of a series of achievements in four phases. Specified requirements will be accomplished before receiving credit for each achievement:

a. **Activities.** The nature of the activities a squadron undertakes is up to the local squadron. Each cadet will participate in squadron activities in order to complete each achievement. There are some important considerations to remember:

1) Activities should be cadet-oriented and capture the interest of the cadet membership. Cadets should participate in planning and leading the activity.

2) Activities should be meaningful. Each activity should have a goal and at least one objective measurement (a measure of success) that is tracked. These measurements enable the commander to make decisions that may improve the activity.

3) Activities should be well planned. Units should establish an "Activities Committee" to assist in planning the activities program.

4) All activities will emphasize safety.

a) Refer to CAPR 62-1, CAP Safety Responsibilities and Procedures, for safety guidance.

b) Refer to CAPR 62-2, Mishap Reporting and Investigation, and CAPR 35-2, Notification Procedures In Case of Death, Injury, or Serious Illness, for details on what to do if an accident has occurred.

b. Physical Fitness. Upon joining CAP, each cadet will initially be assigned to one of the physical fitness categories defined in paragraph 1-7. Each cadet is expected to exercise regularly and participate in the unit's physical fitness program. During each achievement and milestone award (see paragraph 2-3b), all cadets in physical fitness Categories I, II, and III must take and pass the Cadet Physical Fitness Test (CPFT) events required of their physical fitness category, as described in CAPP 52-18, *Cadet Physical Fitness Program*. Commanders will also provide regular time on the training calendar for fitness training; simply administering the CPFT is not sufficient.

1) *Prohibitions.* Physical exercise in the Cadet Program will be used only to improve cadets' physical fitness while increasing confidence, teamwork, and determination. Fitness training will not be used as a form of punishment or as a vehicle to teach remedial discipline.

2) *Events.* The CPFT consists of four events: the sit and reach, curl-ups, push-ups, and a mile run or a shuttle run.

3) *Scoring.* To fulfill promotion requirements, each cadet must meet or surpass the standards of all events required of their physical fitness category for his or her gender, age, and achievement, as listed in CAPP 52-18. The overall grade for the CPFT is either pass or fail. Tests may not be "banked;" tests completed during a previous achievement are not applicable toward future achievements. The CPFT must be administered and passed during each achievement and for each milestone award.

a) *Retests.* If a cadet fails the CPFT, he or she may retest on another day. When retesting, all events required for their physical fitness category must be completed and passed.

b) *Records.* Record passing the CPFT on the cadet's CAPF 66, *Cadet Master Record*.

4) *Test Period.* Test administrators will manage the testing process expeditiously so that each cadet will complete the CPFT in about 1 hour. Cadets will complete all four events during the same test period.

5) *Test Administration.* The CPFT will be administered by a CAP-USAF member; CAP senior member (who does not need to be the unit's testing officer); or with the unit commander's authorization, a physical education teacher. Cadets may assist in proctoring the CPFT under the supervision of the test administrator.

c. Leadership. The *Leadership: 2000 and Beyond* text establishes procedures for a successful leadership training program. The unit's testing officer ensures that the cadets are tested promptly when they are ready.

1) A leadership test is required for most achievements. The *Wright Brothers Award*, *Mitchell Award*, *Earhart Award*, and the *Spaatz Award* also have a comprehensive exam, which includes a leadership portion.

2) The proper wear of the uniform is outlined in CAPM 39-1, *CAP Uniform Manual*. Cadets will wear the uniform properly as part of their leadership training.

3) Achievements 8 and 16 include speech and writing assignments. An excellent guide to help the cadet in completing this assignment is AFH 33-337, *The Tongue and Quill*. The latest edition can be downloaded or viewed from www.cap.gov/documents/webregulations/pubsweb.htm.

d. Aerospace Education. Cadets learn about aerospace by studying various texts and participating in hands-on activities. The text used depends on their CAP grade (see paragraphs 2-6 through 2-9 for specifics).

1) Aerospace Education (AE) is a combined group-study and self-study program. Instructors should conduct classes and group sessions that support the cadet's self-study.

2) Each cadet in Phase I and Phase II should be assigned an AE mentor who will assist and guide the cadet towards mastery of the materials. Senior members and Phase III or IV cadets should act as aerospace mentors. Mentors should take an active responsibility for the individual cadet's success (see CAPP 52-6, *Mentoring*). To assist the mentors in guiding cadets, the unit may purchase instructor guides and student guides from the CAP Bookstore for each aerospace text. Also, the national CAP web site (www.cap.gov) contains links to excellent AE guides.

3) An aerospace test is required for many of the achievements. The *Mitchell Award*, the *Earhart Award*, and the *Spaatz Award* exams also include comprehensive aerospace portions.

e. Moral Leadership. Unit commanders will provide a moral leadership program for cadets. A CAP chaplain or moral leadership officer (MLO) should coordinate the program. In units without a chaplain or MLO, the commander will work with the wing chaplain to recruit a qualified chaplain or MLO. Commanders may appoint a senior member to conduct moral leadership training if a chaplain or MLO is not available.

1) Although coordinated by available chaplain service personnel, this is not a religious meeting, but a forum designed to allow cadets to examine their own moral standards and values in the framework of a guided discussion. Guidance for conducting the moral leadership program is found in CAPP 265-2, *CAP Values for Living*. Field activities and videos may be used to facilitate moral leadership discussions. Civilian clergy and other community resource leaders may be invited to participate when accompanied by a CAP senior member.

2) The moral leadership program should be conducted at least once a month for approximately 1 hour. To advance in grade, cadets will participate in at least half of the moral leadership forums offered since the completion of the last achievement. Cadet discussion leaders and recorders should be given prior notice of their roles to allow them time to adequately prepare.

1-4. SUPERVISION AND CADET PROTECTION POLICIES.

a. Proper Supervision. Unit commanders will take all reasonable measures necessary to protect cadets from harm while under CAP supervision. Senior members will be present at all activities involving cadets. CAP guidelines on the Cadet Protection Policy are found in CAPR 52-10, *CAP Cadet Protection Policy*, and are taught in CAPP 50-3, *CAP Cadet Protection Training Instructor's Guide and Student Materials*.

b. Policy on Abuse. CAP, like other youth organizations, will be alert to situations of potential abuse of cadet members.

1) CAP members are expected to avoid even the appearance of impropriety involving cadets and to report suspected abuse immediately. CAP is committed to doing everything reasonably possible to combat the potential for child abuse within our organization.

2) All senior members will be screened in accordance with CAPM 39-2 and complete the Cadet Protection Program Training (CPPT) before working with cadets (see CAPR 50-17, *CAP Senior Member Professional Development Program*). Members who have not completed CPPT and received the leadership code "A" on the monthly membership listing will not be permitted to act as the primary supervisor at cadet activities or associate with cadets in any way without the in-person supervision of a senior member who has completed the screening process (see CAPR 52-10).

c. Cadets and CPPT. Completion of the Cadet Protection Program Training (CPPT) is required of all cadets within six months following their 18th birthday, or if a promotion is due during that six-month period, prior to that promotion. Cadets will not participate in CPPT if they are under 18 years of age.

d. Required Staff Training. Cadets and senior members who serve on the staff of an encampment, national cadet special activity, region cadet leadership school, a similar cadet activity lasting four nights in duration or longer, or at any other cadet activity designated by the wing commander, will complete the Required Staff Training (RST).

1) The RST will be completed before participating at the activity and it will be conducted in accordance with CAPP 52-12, *Required Staff Training*. RST will be conducted in conjunction with the cadet activity, or during a staff training workshop held specifically for that cadet activity. RST will be lead by the activity director, deputy activity director, or an individual selected by the wing commander.

2) The training is organized into two lessons. Part 1 is entitled, "How to Avoid the Hazing Trap." Part 2 is entitled, "Using ORM to Avoid the Hazing Trap." Personnel will complete RST each time they serve on staff at one of the activities listed above. However, the activity director may, at his or her discretion, excuse a member from Part 1 of RST if the member has completed that portion during the current calendar year. When exercising his or her discretion, the activity director should consider whether he or she can conduct a viable class without the member and whether the member can make a significant contribution to the class. All cadets and senior staff will complete Part 2 of RST every time they serve on staff at one of the activities listed above.

3) Activity directors will create a roster of all cadets and senior members serving on staff at their activity and will certify whether each completed RST. This information will be recorded on a memorandum to be kept on file for 3 years at the echelon's headquarters.

e. Age separation. Commanders and project officers should be aware that there are differences between younger and older cadets that warrant consideration when planning activities, especially during personal events such as sleeping and showering. For example, cadets sharing a room or tent should be billeted with other cadets close to their own age, when possible.

f. Tobacco Products, Alcoholic Beverages, Illegal Drugs.

1) CAP cadets, regardless of age, will not possess, chew, or consume tobacco products (unless prescribed by a doctor), nor will they possess or consume alcoholic beverages or illegal drugs, in any form, while participating in any CAP activity.

2) Senior members should exercise discretion when drinking alcoholic beverages or using tobacco products at CAP activities when cadets are present. Seniors should avoid drinking alcohol or using tobacco at all times when they are directly working with cadets or when they are in a confined space with cadets. Additionally, seniors who are not working with cadets should avoid excessive alcohol consumption when they can reasonably expect to encounter cadets thereafter. Commanders may augment these rules as appropriate for specific situations, including, but not limited to, establishing designated smoking and non-smoking areas or designating areas as "off-limits" to cadets.

g. Cadet Sponsor Member. The cadet sponsor member (CSM) is a membership category for parents who want to be more involved in their cadet's unit.

1) CSMs will assist their unit's Cadet Program, but their involvement is limited to providing adult supervision, serving as an overnight chaperone, or helping with transportation.

2) CSMs will pay annual national membership dues. They are exempt from paying other dues. The CSM should apply using CAPF 12, *Application for Senior Membership in Civil Air Patrol*, annotating "Cadet Sponsor" in bold letters across the top of the form. The CAPF 12 should also note the full name and serial number of the cadet(s) that he or she is sponsoring. A FD-258, *FBI Applicant Fingerprint Card*, will need to be submitted with the application to NHQ CAP/DP. Once the application is approved, the CSM will receive a specially annotated membership card and a special blazer-style nametag.

3) A CSM must be a parent, grandparent or legal guardian of an active CAP cadet. Their membership terminates when the cadet's membership terminates, and they will be assigned to the same unit as the cadet. CSMs will complete the senior member Level I and Cadet Protection Program Training programs before associating with cadets. They may drive a corporate vehicle after obtaining proper CAP licensing. They may ride on military or CAP transportation to CAP events in support of their function.

4) CSMs may wear any of the CAP distinctive uniforms if desired (and approved by the unit commander). However, CSMs **will not** wear the Air Force style uniform. CSMs will not earn CAP grade, awards, ribbons, or decorations.

1-5. SAFETY POLICIES RELATED TO THE CADET PROGRAM.

a. **Training in Hot Environments.** For all cadet training activities, commanders will adhere to the fluid replacement and work load limitations described in CAPP 52-18.

b. **Mission Activity.** Cadets may participate on Air Force and other missions provided they have completed Achievement 1 and meet the established criteria as outlined in CAPR 60-3, *Emergency Services Training and Operational Missions*.

c. **Weapons.** The Cadet Program is intended as a positive activity for youth. There will be no firearms, air guns, paint guns, or any device that could be used as a weapon at any cadet activity. The only exceptions to this policy are:

1) **Deactivated Firearms.** Cadets may use facsimile or deactivated firearms only as part of an honor guard or color guard. A deactivated firearm is one that will prevent the insertion of ammunition or the firing of a weapon. A facsimile is a copy that is not capable of firing ammunition.

2) **Firearm Training.** CAP cadets may participate in firearm training. The training facility and sponsoring personnel or agency must be approved by the wing commander in advance and in writing. Training will be sponsored and supervised by one of the following:

- a) Qualified military small arms range personnel
- b) Local law enforcement officers qualified as firearms instructors
- c) Personnel of the National Rifle Association, National Skeet Shooting Association, or Amateur Trap Shooting Association qualified as firearms instructors.

d) Policies noted in CAPR 900-3, *Firearms: Assistance to Law Enforcement Officials*, will be followed.

d. **Ultralight Vehicles.** Flying ultralights, aerolights, or any similar type vehicle is prohibited as a cadet activity (see CAPR 60-1, *CAP Flight Management*).

e. **Parachuting.** Parachuting, para-sailing or any associated training is prohibited as a cadet activity.

f. **Rappelling.**

1) Rappelling at CAP activities will be conducted only under the following conditions:

- a) On DoD installations by DoD personnel qualified to teach rappelling safely.
- b) Under the supervision of current and qualified DoD rappel-masters.
- c) Using only equipment properly inspected and approved for use by qualified DoD rappel-masters.

2) Region commanders may authorize use of commercial instructors, facilities and/or equipment, provided that a written waiver is granted prior to the start of the activity. The region commander must be satisfied that the rappelling activity will be carried out with the utmost regard for safety, and that commercial installations, instructors and/or equipment meet or exceed established DoD standards.

3) CAP units that are dual-chartered with the Aviation Explorer or Venturing Scout program will conduct rappelling within this regulation or clearly and unmistakably conduct itself under the auspices of the Scouting rappelling program only.

1-6. **DRUG DEMAND REDUCTION.** CAP has a comprehensive Drug Demand Reduction (DDR) program. Its mission is to reduce the use and abuse of illegal and illicit drugs through a comprehensive program of education, prevention, opportunity, and community outreach programs. The DDR program promotes CAP as a positive lifestyle; encourages youth to remain in school; and focuses on drug abuse education, prevention, and awareness. The DDR program has evolved into five areas:

- a. Drug Demand Reduction Initiatives Program (DDRIP)
- b. Education and training

- c. Collaborative efforts
- d. Middle School Initiative (MSI)
- e. Community outreach activities.

The DDR program supports the Air Force family through CAP units within 30 miles of an active duty Air Force Base, Air Force Reserve Bases or Stations, Air National Guard Bases, and separate units with 100 or more personnel. Refer to CAPP 55, *CAP Drug Demand Reduction Program*, for details about this effort.

1-7. PHYSICAL FITNESS CATEGORIES. When conducting the cadet physical fitness program, or other cadet activities that are physical in nature, commanders will be aware of the natural limitations some cadets have and how it affects their participation. Upon joining CAP, each cadet will initially be assigned to one of the physical fitness categories described below, depending on the information included on the CAPF 15, *Application for Cadet Membership in Civil Air Patrol*.

a. Category I - Unrestricted. A cadet in this category is determined to be in good health and may participate in the physical fitness program without restriction.

b. Category II - Temporarily Restricted. A cadet in this category is determined by the squadron commander to be temporarily restricted from parts or all of the CPFT due to a condition or injury of a temporary nature. Temporary conditions include broken bones, post-operative recovery, obesity, and illness. Cadets normally will not exceed six months in this category without reevaluation. Cadets temporarily restricted from a portion of the CPFT are still required to complete and pass the events they are not restricted from. Cadets in this category will not attempt the CPFT required for the Wright Brothers, Mitchell, Earhart, or Eaker Awards, or be administered the Spaatz examination until they return to Category I or are determined by a physician to meet the Category III or IV conditions listed below.

c. Category III – Partially Restricted. A cadet in this category is determined to be indefinitely or permanently restricted from a portion of the cadet physical fitness program due to a medical condition or injury chronic or permanent in nature as certified by a physician. Cadets are still required to complete and pass the CPFT events they are not restricted from. A cadet placed in Category III will attach a certification of the medical limitation from a physician with an endorsement from the squadron commander to the CAPF 52-1, 52-2, 52-3, 52-4, or Spaatz examination when submitted to national headquarters. Use of the CPFT waiver request included in CAPP 52-18 is suggested.

d. Category IV – Indefinitely Restricted. A cadet in Category IV is determined to be indefinitely or permanently restricted from participation in the entire physical fitness program due to a medical condition or injury of a permanent nature as certified by a physician. Cadets in this category are exempt from all CPFT requirements indefinitely. A cadet placed in Category IV will attach a certification of the medical limitation from a physician with an endorsement from the squadron commander to the CAPF 52-1, 52-2, 52-3, 52-4, or Spaatz examination when submitted to national headquarters. Use of the CPFT waiver request included in CAPP 52-18 is suggested.

CHAPTER 2 – PROGRAM ADMINISTRATION

2-1. UNIT MEETINGS. The local unit normally meets weekly for approximately 2½ hours. The cadet staff, with senior member guidance, plans the program.

a. Quarterly Schedule. Units should prepare a master schedule for their weekly meetings that is based on a 13-week quarter. This system ensures that the minimum training requirements will be met, and allows ample time for other special training opportunities. See figure 2-1 for an example.

b. Attendance. Regular and active participation in the local unit is required. Excessive, unexcused absences may be cause for termination from CAP (see CAPR 35-3, *Membership Termination*). Any school-related activity is considered an excused absence. Cadets are responsible for notifying the unit about school activities in advance. School-related absences do not excuse a cadet from needing to complete the achievement requirements.

2-2. PROGRAM MANAGEMENT.

a. Testing. CAPR 50-4, *Test Administration and Security*, governs all tests. To order cadet achievement tests and the Wright Brothers, Mitchell and Earhart Award exams, send a written request to NHQ CAP/CPR. The request will specify the exam(s) needed and be signed by the testing officer or commander. Also, units may make a reasonable number of copies of the Leadership and Aerospace Education test booklets and the answer keys as long as test control procedures found in CAPR 50-4 are followed. Each copy made of the test will be sequentially numbered and inventoried.

1) Squadron commanders may grant oral testing, as the situation warrants, using common sense and good judgment.

2) Squadron commanders will provide opportunities for cadets to test for their achievements **at least** every 30 days.

3) Cadets may not test beyond their next achievement. For example, a C/TSgt may take the Lindbergh Achievement tests, but not the Doolittle Achievement tests. The progression of the Cadet Program is shown in Figure 2-2.

b. Cadet Records. The CAPF 66 serves as a record of cadet accomplishments and will be established when a cadet joins the unit. The cadet may inspect this file at any time. It will be freely given to the gaining unit commander if the cadet transfers to a new unit. When a cadet is transferred to another unit, commanders should carefully review these records for accuracy and completeness. If, during transfer, a cadet has partially completed some elements of an achievement, the commander will record these accomplishments in the “Program Requirements” section of CAPF 66. All records will be treated in accordance with CAPR 10-2, *Files Maintenance and Records Disposition*, and CAPM 39-2, *Civil Air Patrol Membership*.

c. On-Line Records. Commanders may check their unit’s national records at any time through the national CAP web site (www.cap.gov), which is updated daily. Errors with the on-line cadet awards may be corrected by e-mailing cpr@cap.gov, or by faxing NHQ CAP/CPR (fax: 334.953.6699), with the supporting documentation (see CAPM 39-2) for guidelines on correcting other data. If your unit no longer requires the monthly printed records, please notify NHQ CAP/MS so they may remove you from the distribution list. When NHQ CAP develops an on-line method of recording cadet achievements that make the paper forms obsolete, then the on-line system may be used in lieu of the CAPF 66 *Cadet Master Record* and/or CAPF 52 *Phase Certification* forms.

d. Signature Cards. Each unit will submit a CAPF 53, *Signature Verification Card*, to NHQ CAP/CPR. A new card must be sent to national headquarters when there is a change in any of the positions noted on the form.

e. Forms, Publications and Textbook Requirements. There are several CAP forms, publications, and textbook requirements applicable to the Cadet Program. These include, but are not limited to, those shown in figures 2-3, 2-4, and 2-5.

2-3 PROGRESSION.

a. Each achievement in the Cadet Program will be completed sequentially. The progression of the Cadet Program is shown in Figure 2-2. Cadets can complete Achievement 1 any time after the date joined. All other achievements require a minimum 60-day separation between completion of each of the achievements (except as noted in Chapter 6 for JROTC).

b. There are five milestone awards in the Cadet Program. They mark the cadet’s transition from one phase of the Cadet Program into another phase where he or she will assume new leadership roles commensurate with their increased maturity and development as a cadet. The milestone awards are listed below, along with the minimum time requirements for their completion:

1) The Wright Brothers Award marks completion of Phase I and will not be completed earlier than 6 months from the join date.

2) The Mitchell Award marks completion of Phase II and will not be completed earlier than 18 months from the join date.

3) The Earhart Award marks completion of Phase III and will not be completed earlier than 26 months from the join date.

4) The Eaker Award marks completion of Phase IV and will not be completed earlier than 38 months from the join date.

5) The Spaatz Award is the highest award in the Cadet Program and will not be completed earlier than 38 months from the join date.

c. The written and performance requirements of each achievement will be accomplished before the squadron commander (or deputy commander for cadets) signs the achievement completion forms (CAPFs 52, *Phases I, II, III and IV Certifications*, and CAPF 66, *Cadet Master Record*).

d. The squadron commander, or deputy commander for cadets in a composite squadron, may sign the unit commander's block on CAPF 52-1, CAPF 52-2, CAPF 52-3, and CAPF 52-4. A copy of this form should be maintained in the unit's files. The CAPFs 52 may be reproduced locally.

e. It is the cadet's responsibility to ensure that the completed CAPFs 52 are sent to NHQ CAP/CPR. Individuals may fax the CAPFs 52 to NHQ CAP/CPR (fax: 334.953.6699). It is the cadet's responsibility to mail the cadet phase packet orders, along with their payment, directly to the CAP Bookstore.

f. The milestone awards (Wright Brothers, Mitchell, Earhart, Eaker and Spaatz) are not official until national headquarters verifies the CAPF 52 (or the on-line cadet achievement database [when implemented]) and inputs the information into the national cadet database. Cadets may check the national CAP web site (www.cap.gov) to see if their award is posted. The CAPFs 52 are kept on file at national headquarters for 3 years.

g. Cadets who fail to progress in the Cadet Program by completing at least two achievements per year may be terminated from the program (see CAPR 35-3).

2-4. PROMOTIONS.

a. A new cadet grade is earned when the cadet completes each achievement (except achievement 8, 9, 11, 12, 13, 15, or 16, which confer no promotion in grade) and the squadron commander (or deputy commander for cadets) signs the CAPF 52-1 (or 52-2, 52-3, 52-4 as appropriate). When the squadron commander or the deputy commander for cadets signs a cadet's CAPF 52, they are attesting to the cadet's ability to assume the next grade. By promoting a cadet, the squadron commander is recognizing that the individual is capable of accepting increased responsibility.

b. There are no temporary promotions or demotions, including temporary or "field" promotions or demotions at encampments and other activities.

c. There are no discretionary grades.

d. Cadets will wear their earned grade on their uniform at every CAP activity.

e. Commanders should retain a cadet in grade if the cadet's performance or maturity does not demonstrate an ability to accept increased responsibility commensurate with the promotion. In such instances, commanders will provide the cadet with appropriate counseling to include a synopsis of the skills and behaviors that the cadet must improve upon. A date for a subsequent review will be made. Use of the CAPF 50 *Cadet Progression Evaluation* is required.

f. A cadet progression evaluation using the CAPF 50 will be made at least once per phase. Evaluators will be cadet officers of higher grades than the cadet being evaluated, or senior members. Commanders may approve or disapprove the evaluation; ultimately it is the unit commander's responsibility to ensure the cadet's progress is evaluated properly and that he or she receives appropriate counseling once per phase.

g. Cadets must be able to recite from memory the Cadet Oath in order to be promoted. The Cadet Oath is: "I pledge that I will serve faithfully in the Civil Air Patrol Cadet Program, and that I will attend meetings regularly, participate actively in unit activities, obey my officers, wear my uniform properly, and advance my education and training rapidly to prepare myself to be of service to my community, state, and nation."

h. Cadet grades may be abbreviated. Use the abbreviations found in Figure 2-6.

2-5. CADET ORIENTATION & MEMBERSHIP. Introduction to the Cadet Program is a two-step process: orientation and membership. The orientation process is where the prospective cadet becomes acquainted with the goals, requirements, and procedures of CAP. The membership process is where the prospective cadet applies for membership.

a. **Orientation.** It is vital that the orientation process introduce potential cadets to CAP and present an overview of the Cadet Program. Refer to CAPP 52-9, *CAP Cadet Orientation Course (Volumes I, II and III)*, which provides an excellent orientation program that your unit should use.

1) The local unit should assign a cadet mentor for each potential cadet. This mentor will accompany the potential cadet during the meetings, introduce the individual to squadron personnel, assist in the orientation, and generally make the potential cadet feel welcome.

2) The unit should demonstrate an active, worthwhile program, in which the new cadet will want to participate.

a) The first meeting is crucial. At this meeting, the cadet is especially sensitive to first impressions. Accordingly, the welcome should be warm and sincere, the mentor competent and alert, and the material interesting and challenging.

b) The cadet's parents should be invited to the first meeting. The squadron commander (or deputy commander for cadets) should personally meet with the parents and answer their questions. The squadron commander may assign the public affairs officer, or other qualified senior member, to present a brief introduction of CAP to the parents.

3) The squadron commander may assign the deputy commander for cadets or the cadet commander the task of continually analyzing the effectiveness of these orientations and to recommend changes to the commander.

b. Membership. Potential cadets may apply to join the Cadet Program at any time by making a formal application for membership using CAPF 15. The initial membership fee includes the cost of texts and study materials required for the initial part of the Cadet Program.

1) The squadron commander may delegate the responsibility for ensuring that the cadet membership application is complete before the cadet submits the application to the Unit Membership Board (see CAPM 39-2).

2) After the Unit Membership Board approves the application, and the squadron commander concurs by signing the application, the new cadet sends the application and fee to NHQ CAP/DP.

3) The squadron commander will follow the guidelines found in CAPM 39-2 in initiating the active records for those approved by the Unit Membership Board.

4) Depending on the availability of USAF funding, cadets may be eligible to receive a free Air Force-style blue uniform upon joining. To request a free cadet uniform (FCU), complete the FCU voucher, which is part of the CAPF 15. For more information, see www.cap.gov/nhq/cp/cpa/FCU.html.

5) Cadets are officially members of CAP when NHQ CAP/DP has processed their application and their name appears on the national cadet database. Unit commanders can check the national CAP web site (www.cap.gov) to see if the cadet's application has been processed. The CAP Bookstore will send the new member the Phase I and Phase II study material packet and CAPF 52-1, *Phase I Certification*. This form will be placed in the cadet's personnel records until phase completion.

2-6. PHASE I. The "Learning Phase" involves three achievements. Progression may begin when the cadet's name appears on the national CAP web site. Progress in this phase is recorded using CAPF 52-1.

a. Cadets will not wear the CAP uniform unless they fully comply with CAP dress and grooming standards. Full compliance is required before Achievement 1 is completed.

b. Cadets should complete the self-study portion of the first three achievements. Each achievement is named to bring attention to CAP and aeronautical achievements:

Curry – Civil Air Patrol's first National Commander

Arnold – US airpower development

Feik – Pioneer in aviation mechanics.

c. The physical fitness requirements include successfully completing the Cadet Physical Fitness Test (CPFT) as outlined in CAPP 52-18.

d. Leadership training deals primarily with the military-style aspects of cadet life, using the United States Air Force as a model. To complete each achievement, a closed book test based upon one chapter of *Leadership: 2000 and Beyond* and selections from the *CAP Drill and Ceremonies Manual* will need to be passed with a grade of 70% or higher. After passing, the squadron commander may allow the test to be corrected to 100% by having the cadet go over the questions missed with a cadet officer or senior member. Records should indicate what the cadet originally scored to evaluate their ongoing performance. Some tests also include performance exercises that must be passed. Drill is an inherent part of every cadet's training and is required in the leadership portion of this phase. Every unit has an opportunity to demonstrate their skills by participating in wing, region, and national competitions.

e. Aerospace education is introduced in this phase. Aerospace education is a combined self-study and group-study program. Cadets will take tests based on one module of *Aerospace Dimensions*, using CAPT 61 (January 2001). The minimum passing score is 70% for all tests. Tests are not timed and are closed book. Once the test is passed, it will be corrected to 100%, open-book, by going over the questions missed with the AE mentors. Records should indicate what the cadet originally scored to evaluate their ongoing performance. Tests do not have to be taken sequentially, but all tests must be passed to complete Phase II.

f. Moral leadership is introduced in this phase, and the cadet's active participation is required. Cadets will receive credit for participation in moral leadership only for their current achievement. Participation in one-half of the moral leadership forums offered since the completion of the last achievement is required for promotion.

g. The **Wright Brothers Award** marks completion of Phase I of the Cadet Program, “The Learning Phase.”

1) To earn the Wright Brothers Award, the cadet must pass, with a grade of 80% or higher, a comprehensive, closed-book leadership exam that is not timed. The CAPT 60, dated April 2003 is used. The exam consists of two parts, a 30 question multiple-choice test, and a 20 question performance test. Questions will be drawn from *Leadership:2000* chapters 1 through 3, and the related sections of the *CAP Drill and Ceremonies Manual*.

2) The cadet must also pass the Cadet Physical Fitness Test (CPFT) as described in CAPP 52-18 to earn the Wright Brothers Award.

3) When the cadet’s Wright Brothers Award is posted on the national CAP web site, the cadet may wear the cadet staff sergeant (C/SSgt) grade. Upon promotion to the grade of C/SSgt, the *Wright Brothers Award* (CAPC 29) should be presented. Squadrons will stock blank copies of this certificate and insert the cadet’s name on the certificate when it is earned. Blank certificates will be ordered using CAPF 8, *Requisition for Publications and Blank Forms*, or at the national CAP web site (www.cap.gov). Unlike the other cadet milestone awards, squadrons issue the Wright Brothers Award certificate after verifying the cadet’s award has been posted on the national web site or monthly membership listing.

2-7. PHASE II. The “Leadership Phase” involves five achievements. Progress in this phase is recorded on CAPF 52-2, *Phase II Certification*. As with Phase I, each achievement is named to bring attention to aeronautical and aerospace achievements:

Rickenbacker – Flying skills and combat aviation leadership

Lindbergh – Long-range flight and pioneering air routes

Doolittle – Instrument flight and airpower leadership

Goddard – Rocket design

Armstrong – Space exploration.

a. Physical fitness and squadron activity participation continues with the same criteria as found in Phase I.

b. Moral leadership training continues. Cadets will serve as a recorder once and discussion leader once during this phase and Phase III.

c. Aerospace education continues using the same criteria found in Phase I. Cadets will complete the remaining chapter tests not completed in Phase I. Starting with Achievement 8, the cadet will also serve as an aerospace mentor to the cadets studying their Phase I or Phase II aerospace materials. A guide to being a mentor is found in CAPP 52-6.

d. Leadership training continues using the same criteria found in Phase I.

e. To complete Achievement 8, the cadet will write a 300 to 500 word essay and present a 5 to 7 minute speech to the unit. Cadets will select one of the following topics:

1) Explain why America’s aerospace power is vital to commerce, science, or national security.

2) Describe leadership mistakes you have made or witnessed and explain what you have learned from them.

3) Explain the difference between followership and leadership.

4) Describe how, if at all, the Core Values have influenced your life.

A senior member must evaluate the writing and speech assignments. For guidance, see Figures 2-7 and 2-8, *Grading Critiques*.

f. The General Billy Mitchell Award marks completion of Phase II of the Cadet Program, “The Leadership Phase.”

1) To earn the Mitchell Award, the cadet must pass with a grade of 80% or higher a comprehensive, closed book, timed 1½ hour, aerospace and leadership exam. The CAPT 64, dated January 2002, is used. Aerospace questions will be drawn from *Aerospace Dimensions*. Leadership questions will include material from *Leadership 2000 Volume I*; *The CAP Drill and Ceremonies Manual*; CAPM 39-1 *CAP Uniform Manual*; and CAPR 52-16, *Cadet Programs Management*, chapters 1 and 2.

2) The cadet must also pass the Cadet Physical Fitness Test (CPFT) as described in CAPP 52-18 to earn the Mitchell Award.

3) Completion of an encampment (see chapter 5) is required to earn the Mitchell Award. The encampment requirement will not be waived, except as described in paragraph 6-1.

4) Commanders should regard the Mitchell as a very important milestone and ensure that cadets possess a high degree of maturity, responsibility, and leadership skill before allowing them to attempt the exam, as the award confers many benefits. If the cadet should eventually enlist in the United States Air Force, the grade of E-3 will be awarded upon enlistment (refer to AFI 36-2002, a4.1.5.5). Mitchell recipients may also apply for CAP scholarships (see chapter 4). Cadets who have earned their Mitchell Award are eligible to participate in some of the Air Force Institute for Advanced Distributed Learning (AFIADL) correspondence programs for CAP. For more information about AFIADL opportunities, contact your unit’s professional development officer.

2-8. PHASE III. The “Command Phase” consists of three achievements: flight commander, administrative officer and public affairs officer. In this phase, the cadet is expected to demonstrate qualities of command. Progress through this phase is recorded on CAPF 52-3, *Phase III Certification*, which is included in the combined Phase III and IV package that the cadet orders from the CAP Bookstore.

a. Leadership, physical fitness, squadron activity participation and moral leadership training continue with the same criteria as found in Phase II.

b. Aerospace education mentoring continues using the same guidelines of the previous phase. In addition, for each achievement, a test on selected chapters of *Aerospace: The Journey of Flight* will be taken (see Figure 2-5) using CAPT 63 (January 2001). These tests may be taken in any order, but three different tests must be completed in this phase. Cadets should take the test corresponding to the *Aerospace: The Journey of Flight* chapters that most closely match the *Aerospace Dimensions* module that they are mentoring or instructing. The passing score for these open-book tests (not timed) is 70%, correctable to 100%.

c. The cadet will become familiar with the duties of various staff positions in CAP through the staff duty analysis (SDA) program. The SDA program consists of two facets: staff service and the SDA report.

1) During this Phase the cadet will serve as an assistant or apprentice to a senior member staff officer working in one of the three staff positions that correspond to the achievements in Phase III (see Figure 2-2). Squadron commanders may assign more than one cadet to these positions.

2) For each achievement in this Phase, the cadet will write a brief SDA report. Reports will be 300-500 words in length and be neatly prepared. In the report, the cadet will respond to each of the “performance requirements” listed in CAPP 52-14, *Cadet Staff Duty Analysis Guide* for the respective achievement. The squadron commander, or designated senior member, will review the SDA report to ensure the cadet has completed the performance requirements. See CAPP 52-14 for further guidance on how to prepare SDA reports.

d. The **Amelia Earhart Award** marks completion of Phase III of the Cadet Program, “The Command Phase.”

1) To earn the Earhart Award, the cadet must pass with a grade of 80% or higher a comprehensive, closed-book, timed 1½ hour, aerospace and leadership exam. The CAPT 65, dated January 2002, is used. Aerospace questions will be drawn from *Aerospace Dimensions*. Leadership questions will include material from *Leadership 2000*, chapters 1-10; *The CAP Drill and Ceremonies Manual*; CAPM 39-1, *CAP Uniform Manual*; and CAPR 52-16, *Cadet Programs Management*, chapters 1 and 2.

2) The cadet must also pass the Cadet Physical Fitness Test (CPFT), as described in CAPP 52-18 *Cadet Physical Fitness Program*, to earn the Earhart Award.

3) When the cadet’s Earhart Award is posted on the national CAP web site, the cadet may wear the cadet captain (C/Capt) grade. After this award is recorded, the cadet is eligible to apply (at age 17) for the International Air Cadet Exchange (IACE; see chapter 4).

2-9. PHASE IV. The “Executive Phase” involves five achievements: leadership officer, aerospace education officer, operations officer, logistics officer, and cadet commander. Progress through this phase is recorded on CAPF 52-4, *Phase IV Certification*, which is included in the combined Phase III and IV package.

a. The leadership, CPFT, and moral leadership requirements of Phase III will continue, except that the cadet will serve as a discussion leader twice during the moral leadership forums during this phase.

b. Aerospace education continues with the cadet assuming the role of an aerospace instructor, leading the Phase I and Phase II cadets in aerospace classes and activities. In addition, for achievements 14, 15, and 16, a test on selected chapters of *Aerospace: The Journey of Flight*, will be taken (see Figure 2-5). Use only CAPT 63 (January 2001). These tests may be taken in any order, but three different tests must be completed, and they must be different than those completed in Phase III. If possible, cadets should take the test corresponding to the *Aerospace: The Journey of Flight* chapters that most closely match the *Aerospace Dimensions* module that they are mentoring or instructing. The passing score for these open-book tests (not timed) is 70%, correctable to 100%.

c. The SDA staff service and report requirements continue. During this phase, the cadet will serve as an assistant or apprentice to a senior member staff officer working in one of the five staff positions that correspond to the achievements in Phase IV (see Figure 2-2). Squadron commanders may assign more than one cadet to these positions. Commanders may credit cadets serving as cadet deputy commander or cadet executive officer as having fulfilled the SDA staff service for cadet commander (Achievement 16).

d. The **General Ira C. Eaker Award** marks completion of Phase IV of the Cadet Program, “The Executive Phase.”

1) To earn the Eaker Award, the cadet must complete Cadet Officer School (COS), Region Cadet Leadership School (RCLS), or the *CAP Senior Officer Course* (AFIADL 13, formerly ECI 13). If the national headquarters master cadet database does not show COS, RCLS, or AFIADL 13 completion, then the cadet will need to ensure that a copy of his or her COS or RCLS certificate, or a copy of AFIADL Form 9 noting successful completion of the AFIADL 13 course, is sent with the CAPF 52-4.

2) Also, the cadet must write a 500 to 700 word essay and then deliver a variation of the essay as a 5 to 7 minute speech to the unit. In the essay and speech, the cadet will describe and assess their leadership style as it has developed since completing achievement 8. (See Figures 2-7 and 2-8 Grading Critiques, for help in evaluating the writing and speech assignments.) The essay and speech requirements will be accomplished after completion of achievement 16.

3) The cadet must pass the Cadet Physical Fitness Test, as described in CAPP 52-18 *Cadet Physical Fitness Program*, to earn the Eaker Award.

4) When the cadet's Eaker Award is posted on the national CAP web site, the cadet may wear the cadet lieutenant colonel (C/Lt Col) grade. After receiving the Eaker Award, the cadet is eligible to take the comprehensive exams for the Spaatz Award.

2-10. THE SPAATZ EXAMS. Examinations for the **General Carl A. Spaatz Award** are ordered from national headquarters and administered by the state director or deputy state director

a. Before being administered the Spaatz Award exams, the cadet must receive approval from the unit and wing commander.

1) Cadets will submit their requests in the form of a memo or email that includes the following information: full name, unit charter number, CAPID, home address, email address, telephone number(s), date of birth, date the Eaker Award was earned, and indicate whether they are attempting the exam for the first, second, or third time. Approving commanders will sign the memo or forward the email in-turn to endorse the request. If the wing commander approves the request, the wing commander will forward the memo or email to the state director or deputy state director. Then, the cadet may make an appointment with the state director or deputy state director to take the exam.

2) If the wing commander disapproves the cadet's request, then he or she must provide the cadet with a written explanation for the decision within 30 days of receiving the cadet's request. Cadets may resubmit their requests at a later date, or appeal the wing commander's decision to the respective region commander, who must uphold or overturn the wing commander's decision in writing within 30 days of receiving the cadet's appeal. The region commander's decision is final.

3) Before administering the exam, the state director or deputy state director verifies the requestor is a current CAP cadet member, is under age 21, and has earned the Eaker Award.

b. The state director (or deputy state director) has the right to refuse to administer the examination if the examinee's grooming and/or appearance do not meet CAP standards, or if the examinee's attitude is unacceptable on the date of the exam.

c. The Spaatz exam consists of:

1) A closed book aerospace test, with a 1 hour time limit, based on selected chapters of *Aerospace: The Journey of Flight* (see Figure 2-5).

2) A closed-book leadership test, with a 1 hour time limit, based on *Leadership 2000*, volumes 1-3; CAPM 39-1, *CAP Uniform Manual*; CAPR 52-16, *Cadet Program Management*, chapters 1 and 2; and *The CAP Drill and Ceremonies Manual*.

3) An essay written from a selection of moral leadership topics. National headquarters will grade this essay on grammar, organization, and content using the grading critique found in Figure 2-7. Cadets have 1 hour to complete the essay.

4) A Cadet Physical Fitness Test (CPFT) following the guidelines found in CAPP 52-18. Prior to administering the CPFT, the state director or deputy state director ensures that the cadet can participate or has proper documentation placing the cadet in physical fitness category III or IV. Such documentation should clearly indicate the cadet has a permanent medical condition restricting the cadet from the CPFT. Cadets with a condition or injury that is temporary in nature are grouped in physical fitness category II and will not be waived from the CPFT.

d. Within three business days after the exam is completed, the state director (or deputy state director) sends the original memo or email requesting the exam, the original multiple choice answer sheets, the essay (including all drafts), and a memo recording the CPFT scores and the date that the exam was administered to NHQ CAP/CPR. The state director maintains a copy of these forms and answer sheets for 1 year. NHQ CAP/CPR will coordinate the grading of all portions of the exam (except the state director certifies the CPFT portion). The passing score is 80% for each closed-book test, a passing score on all CPFT events required of their physical fitness category, and successful completion of the essay.

1) In the case of a failure, national headquarters will notify the state director (or deputy state director), the wing headquarters, the unit commander, and the cadet concerning the parts failed and the procedures to retake the exam. If a cadet fails a first time, the cadet may retake the failed portion(s) no earlier than 60 days from the date of the first test. If the cadet fails a second time, the cadet may retake the failed portion(s) no earlier than 120 days from the date of the second test. If the cadet fails a third time, the cadet is no longer eligible to test. Cadets must follow the procedures outlined in paragraph 2-10a to request permission to retake the exam.

2) When the cadet passes all parts of the exams, national headquarters will prepare the certificate package and forward it to the state director. National headquarters will notify the region, wing and unit commanders that the cadet has passed. National headquarters will also notify the cadet that he or she passed, at which time the cadet may wear the cadet colonel (C/Col) grade. The state director (or deputy state director) assists in making the necessary arrangements for an appropriate presentation ceremony. This is the highest award that CAP cadets may earn.

e. Cadets must complete the Spaatz exams before turning 21 to be eligible to receive the award.

2-11. AWARD PRESENTATIONS. Commanders, in coordination with the cadet (and the state director as appropriate), should arrange an appropriate award ceremony as soon as possible after an award has been earned.

a. **All individual achievements and the Wright Brothers Award.** The cadet commander or squadron commander (or higher) may present these awards.

b. **General Billy Mitchell Award.** The group commander (or higher), the wing director of cadet programs, a state or federal official, or an elected local official, may present this award.

c. **Amelia Earhart Award.** The wing commander (or designee) or higher, an official appointed to a state or federal office, or a state legislator or state judge may present this award.

d. **General Ira C. Eaker Award.** The region commander (or designee) or higher, a governor, congressman, federal judge, official appointed to a federal office, or a military officer in the rank of colonel (or the equivalent) or above may present this award.

e. **General Carl A. Spaatz Award.** A military or CAP general officer, governor, congressman, federal judge, or a cabinet-level official may present this award.

2-12. OTHER AWARDS. CAP awards are designed to recognize heroism, service, and program achievements. A Cadet of the Year is recognized, and Squadrons of Merit and Squadrons of Distinction awards are also presented annually. Most cadets and some senior members are eligible to work toward The Congressional Award, which is described in CAPP 52-5, *The Congressional Award*. Squadrons that meet the criteria outlined in CAPP 52-18, *Cadet Physical Fitness Program*, may earn a Squadron Physical Fitness Award. Individual cadets may earn fitness awards sponsored by The President's Challenge, which are also described in CAPP 52-18. Prompt recognition of awards earned will promote *esprit de corps*. Refer to CAPR 39-3, *Award of CAP Medals, Ribbons, and Certificates*, for details concerning the awards that may be earned.

2-13. DEMOTIONS AND TERMINATIONS. The unit commander may demote a CAP cadet with cause up to a maximum of three earned achievements. Notification of the demotion will be in writing by the unit commander to the cadet, and courtesy copied to the next higher echelon. The demotion will not affect ribbons worn on the uniform, but just the achievements earned (and any grade associated with these achievements). The demoted achievements will need to be re-earned through satisfactory performance over a period of 60 days per achievement. If the cadet's performance does not warrant a one-achievement promotion at the end of 60 days, termination action may be taken in accordance with CAPR 35-3. The demotion period begins the date the unit commander approves the demotion request if there is no appeal. The cadet may appeal the demotion decision by writing a letter of justification to the commander of the next higher echelon, courtesy copied to the unit commander, within 30 days of receiving the demotion notice. The echelon commander (normally at the group or wing level) will rule on the cadet's appeal request within 30 days of receiving the appeal request letter. The echelon commander is the final authority on all cadet demotion actions. Cadets who appeal a demotion are ineligible to advance to the next achievement until the echelon commander rules on the appeal. If the demotion is approved after an appeal, the cadet will be immediately demoted. If the demotion is overturned after an appeal, the cadet will be allowed to progress as if no demotion occurred.

2-14. MILESTONE AWARD REVOCATIONS.

a. **Current Cadets.** All milestone awards may be revoked by the region commander if a current cadet is convicted of either a felony, or a misdemeanor involving moral turpitude; or if the cadet is terminated for misconduct, regardless of whether the termination was preceded by a demotion.

b. **Senior Members Who Earned Milestone Awards as a Cadet.** All milestone awards may be revoked by the region commander if a senior member is convicted of a felony, or terminated from CAP for conduct involving moral turpitude.

c. **Former Cadets.** All milestone awards may be revoked by the region commander if a former cadet is convicted of a felony.

d. **Procedure.** Commanders at any level will forward to the wing commander a memo requesting a milestone revocation. The wing commander will forward their recommendation to the region commander for final approval. If the revocation is approved, the region commander will notify NHQ CAP/DPP to complete the administrative action.

FIGURE 2-1. SUGGESTED QUARTERLY SCHEDULE

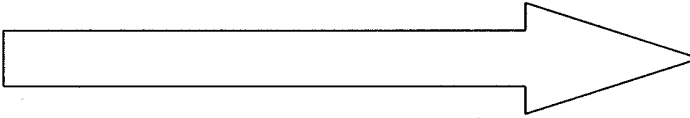
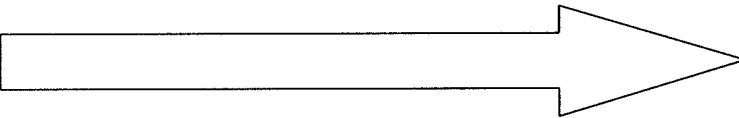
SUGGESTED QUARTERLY SCHEDULE							
WEEK	OPENING FORMATION (15 MIN)	EMPHASIS ITEMS (15 MIN)	CORE CURRICULUM (50 MIN)	BREAK & ADMIN. TIME (10 MIN)	SPECIAL TRAINING (50 MIN)	CLOSING FORMATION (10 MIN)	
1		National Anthem	Achievement Testing	Refreshments	Emergency Services		
2		Cadet Oath	Aerospace Education	Fellowship	Drill Team		
3		Announcements	Current Events	Moral Leadership	Purchase Supplies		Color Guard
4		Inspection	Safety Briefing	Leadership Laboratory	Pay Dues		Team Sports
5			Drill & Ceremonies	Achievement Testing	Sign-Up for Activities		Rocketry
6			Aerospace Current Events	Physical Fitness	Obtain Forms, etc.		Teambuilding
7			Safety Briefing	Moral Leadership			Counseling
8			Drill & Ceremonies	Aerospace Education			Guest Speakers
9			Aerospace Current Events	Achievement Testing			Films
10			Safety Briefing	Leadership Laboratory			Awards Night
11			Drill & Ceremonies	Moral Leadership			Open House
12			Aerospace Current Events	Physical Fitness			Special Projects
13			Safety Briefing	Open			Etc.
					or Additional Time for Core Curricula		

FIGURE 2-2. CADET PROGRAM ACHIEVEMENT SPECIFICATIONS AND AWARDS

Cadet Program Achievement Specifications and Awards

PHASE	ACHIEVEMENT	PHYSICAL FITNESS	LEADERSHIP	AEROSPACE EDUCATION	MORAL LEADERSHIP	GRADE
Motivation	Orientation					Airman Basic C/AB
THE LEARNING PHASE	1 Maj Gen John F. Curry		Chapter 1	No Test Required		Airman C/Amn
	2 Gen H.H. "Hap" Arnold		Chapter 2	Any Module		Airman First Class C/A1C
	3 Mary Feik		Chapter 3	Any Module		Senior Airman C/SrA
	WRIGHT BROTHERS AWARD		Comprehensive Written & Performance Exam	No Test Required		Staff Sergeant C/SSgt
THE LEADERSHIP PHASE	4 Capt Eddie Rickenbacker		Chapter 4	Any Module		Technical Sergeant C/TsGt
	5 Charles A. Lindbergh		Chapter 5	Any Module		Master Sergeant C/MSgt
	6 Gen Jimmy Doolittle		Chapter 6	Any Module		Senior Master Sergeant C/SMsGt
	7 Dr. Robert H. Goddard		Chapter 7	Any Module		Chief Master Sergeant C/CMsGt
	8 Neil A. Armstrong		Writing & Speech Assignment	No Test Required		
	GEN BILLY MITCHELL AWARD		Comprehensive Leadership & AE Exam	Must serve as an AE Mentor during this phase		Second Lieutenant C/2d Lt
	9 Flight Commander		Chapter 8	3 Chapter Block		
	10 Administrative Officer		Chapter 9	3 Chapter Block		First Lieutenant C/1st Lt
THE COMMAND PHASE	11 Public Affairs Officer		Chapter 10	3 Chapter Block		
	AMELIA EARHART AWARD		Comprehensive Leadership & AE Exam			Captain C/Capt
	12 Leadership Officer		Chapter 11	No Test Required		
	13 Aerospace Ed. Officer		Chapter 12	No Test Required		
THE EXECUTIVE PHASE	14 Operations Officer		Chapter 13	3 Chapter Block		Major C/Maj
	15 Logistics Officer		Chapter 14	3 Chapter Block		
	16 Cadet Commander		Chapter 15	3 Chapter Block		
	GEN IRA C. EAKER AWARD		Writing & Speech Assignment & CO5, RCIS, or AFIADL-13 Required	No Test Required		Lieutenant Colonel C/Lt Col
GEN CARL A. SPAATZ AWARD			Comprehensive Exam	Comprehensive Exam	Essay Exam	Colonel C/Col

FIGURE 2-3. FORMS COMMONLY USED IN THE CADET PROGRAM

7	<i>Cadet Orientation Flight Consolidation Report</i>	52-3	<i>Cadet Program Phase III Certification</i>
7T	<i>Tow Flight Consolidation Report</i>	52-4	<i>Cadet Program Phase IV Certification</i>
8	<i>Requisition for Publications and Blank Forms</i>	53	<i>Signature Verification Card</i>
15	<i>Application for Cadet Membership in CAP</i>	58	<i>Nomination for Cadet of the Year</i>
20	<i>Encampment and Special Activity Report</i>	66	<i>Cadet Master Record</i>
31	<i>Application for Encampment or Special Activities</i>	95	<i>Application for CAP Scholarships</i>
50	<i>Cadet Progression Evaluation</i>	VA52-1	<i>Cadet Achievement Specifications & Awards</i>
52-1	<i>Cadet Program Phase I Certification</i>	VA52-2	<i>Cadet Progress Chart Through Mitchell</i>
52-2	<i>Cadet Program Phase II Certification</i>	VA52-3	<i>Cadet Officer Progress Chart Through Spaatz</i>

FIGURE 2-4. CADET PROGRAMS PUBLICATIONS

CAPR 52-10 <i>CAP Cadet Protection Policy</i>	CAPP 52-14 <i>Cadet Staff Duty Analysis Guide</i>
CAPR 52-16 <i>Cadet Program Management</i>	CAPP 52-18 <i>Cadet Physical Fitness Program</i>
CAPP 52-5 <i>The Congressional Award</i>	<i>Leadership: 2000 and Beyond (3 vols)</i>
CAPP 52-6 <i>Mentoring</i>	Published with NHQ CAP / ET:
CAPP 52-7 <i>Cadet Orientation Flight Syllabus</i>	CAPP 216 <i>Cadet Programs Specialty Track Guide</i>
CAPP 52-9 <i>Cadet Orientation Course (3 vols)</i>	<i>Aerospace Dimensions (6 modules)</i>
CAPP 52-12 <i>Required Staff Training (2 vols)</i>	<i>Aerospace: The Journey of Flight</i>

FIGURE 2-5. PHASE III AND IV AEROSPACE REQUIREMENTS

CAP TEST 63 (JAN 2001) TEST NUMBER	AEROSPACE DIMENSIONS CORRESPONDING MODULE	STUDY CHAPTERS IN <i>AEROSPACE: JOURNEY OF FLIGHT</i>
1	1- <i>Introduction to Flight</i>	1, 7, 8
2	2- <i>Aircraft Systems & Airports</i>	2, 9, 10
3	3- <i>Air Environment</i>	3, 18, 19
4	4- <i>Rockets</i>	4, 21, 23
5	5- <i>Space Environment</i>	5, 24, 25
6	6- <i>Spacecraft</i>	6, 26, 27

Cadets must complete one test per achievement in Phase III and one test for achievements 14, 15, and 16 in Phase IV. The tests can be taken in any order, but a different test must be passed for each achievement. When possible, cadets should take the test that corresponds to the *Aerospace Dimensions* module that they are mentoring. Some chapters in *Aerospace: The Journey of Flight* (11-17, 20, 22) are not included in the course of study for cadets. Phase III and IV aerospace tests are open book.

FIGURE 2-6. ABBREVIATIONS FOR CADET GRADES

Cadet Airman Basic	C/AB	Cadet Second Lieutenant	C/2d Lt
Cadet Airman	C/Amn	Cadet First Lieutenant	C/1st Lt
Cadet Airman First Class	C/A1C	Cadet Captain	C/Capt
Cadet Senior Airman	C/SrA	Cadet Major	C/Maj
Cadet Staff Sergeant	C/SSgt	Cadet Lieutenant Colonel	C/Lt Col
Cadet Technical Sergeant	C/TSgt	Cadet Colonel	C/Col
Cadet Master Sergeant	C/MSgt		
Cadet Senior Master Sergeant	C/SMSgt		
Cadet Chief Master Sergeant	C/CMSgt		

FIGURE 2-7. ESSAY GRADING CRITIQUE.

ESSAY CRITIQUE					
NAME	CAP GRADE	CAPID	CHARTER		
SUBJECT OF ESSAY		SCHOOL GRADE	DATE		
INSTRUCTIONS: For each of the six categories, compare the cadet's performance to the samples of behavior. Rate each category by placing an "X" in the appropriate column to the right.		OUTSTANDING 2 POINTS EACH	EXCELLENT 1 POINT EACH	SATISFACTORY 0 POINTS EACH	MARGINAL -1 POINT EACH
INTRODUCTION					
<input type="checkbox"/> Title identifies topic <input type="checkbox"/> Subject is defined & thesis clearly stated <input type="checkbox"/> Argument briefly previewed					
ORGANIZATION <i>Double point value</i>					
<input type="checkbox"/> Topic sentences introduce paragraphs <input type="checkbox"/> Paragraphs contain one central idea <input type="checkbox"/> Argument proceeds logically					
CONTENT					
<input type="checkbox"/> Shows use of reason; no logical fallacies <input type="checkbox"/> Argument supported by data or examples <input type="checkbox"/> Anticipates an objection & refutes it <input type="checkbox"/> Shows how the topic fits into the larger picture <input type="checkbox"/> Substantive; quality commensurate with CAP grade					
MECHANICS <i>Double point value</i>					
<input type="checkbox"/> Correct spelling <input type="checkbox"/> Proper punctuation <input type="checkbox"/> Correct grammar <input type="checkbox"/> Physical page is neat & format is orderly					
STYLE					
<input type="checkbox"/> Appropriate vocabulary <input type="checkbox"/> Readable but not casual; expressed in author's own voice					
CONCLUSION					
<input type="checkbox"/> Summarizes central argument <input type="checkbox"/> Thesis restated and demonstrated to be true <input type="checkbox"/> Sense of completion or resolution					
OVERALL EVALUATION First, count the number of ratings in each column, and multiply by the point value of the column. Double the point value for the score for the organization and mechanics. This product is the column's subtotal. Second, tabulate the final score by adding the subtotals. The final score must be +1 or greater for the essay to meet promotion requirements. However, if the organization or mechanics are marginal, then the essay automatically does not meet promotion requirements.					
<input type="checkbox"/> Accepted as meeting promotion requirements			<input type="checkbox"/> Requires revision to meet promotion requirements		
Review this critique with the cadet. If the essay requires revision, suggest improvements. Agree on a due date for the revised essay. Keep a copy of this critique and the essay in the CAPF 66 Cadet Master Record.					
EVALUATING OFFICER'S SIGNATURE			CADET'S SIGNATURE		

FIGURE 2-8. SPEECH GRADING CRITIQUE.

SPEECH CRITIQUE					
NAME		CAP GRADE	CAPID	CHARTER	
SUBJECT OF SPEECH			SCHOOL GRADE	DATE	
INSTRUCTIONS: For each of the six categories, compare the cadet's performance to the samples of behavior. Rate each category by placing an "X" in the appropriate column to the right.			OUTSTANDING 2 POINTS EACH	EXCELLENT 1 POINT EACH	SATISFACTORY 0 POINTS EACH MARGINAL -1 POINT EACH
INTRODUCTION <input type="checkbox"/> Gains audience's attention <input type="checkbox"/> Subject is defined & thesis clearly stated <input type="checkbox"/> Argument briefly previewed					
ORGANIZATION <input type="checkbox"/> Proceeds logically; easy for listeners to follow <input type="checkbox"/> Transitions used to signal new subtopics <input type="checkbox"/> Duration is within time allowances					
CONTENT <input type="checkbox"/> Shows use of reason; no logical fallacies <input type="checkbox"/> Argument supported by data or examples <input type="checkbox"/> Anticipates an objection & refutes it <input type="checkbox"/> Shows how the topic fits into the larger picture <input type="checkbox"/> Substantive; quality commensurate with CAP grade					
STYLE <i>Double point value</i> <input type="checkbox"/> Examples & anecdotes keep audience's attention <input type="checkbox"/> Vocabulary is appropriate; vivid language <input type="checkbox"/> Key phrases spoken with emphasis; dynamic <input type="checkbox"/> Restates important points					
CONCLUSION <input type="checkbox"/> Summarizes central argument <input type="checkbox"/> Thesis restated and demonstrated to be true <input type="checkbox"/> Sense of completion or resolution <input type="checkbox"/> Invites Q&A; responds to audience					
PRESENTATION <i>Double point value</i> <input type="checkbox"/> Makes eye contact; does not merely read <input type="checkbox"/> Clearly pronounces words <input type="checkbox"/> Appropriate volume <input type="checkbox"/> Uses non-verbals, gestures <input type="checkbox"/> Good posture; handles visual aids with ease <input type="checkbox"/> Shows poise and confidence					
OVERALL EVALUATION First, count the number of ratings in each column, and multiply by the point value of the column. Double the point value for the score for the style and presentation. This product is the column's subtotal. Second, tabulate the final score by adding the subtotals. The final score must be +1 or greater for the speech to meet promotion requirements. However, if the presentation or style are marginal, then the speech automatically does not meet promotion requirements.					
<input type="checkbox"/> Accepted as meeting promotion requirements			<input type="checkbox"/> Requires revision to meet promotion requirements		
Review the critique with the cadet. If the essay requires revision, suggest improvements. Agree on a due date for the revised essay. Keep a copy of this critique in the CAPF 66 Cadet Master Record.					
EVALUATING OFFICER'S SIGNATURE			CADET'S SIGNATURE		

CHAPTER 3 – CADET ADVISORY COUNCILS

3-1. PURPOSE. A Cadet Advisory Council (CAC) will be established at the national, region and wing levels. CACs may also be established at group level at the wing commander's discretion. The purpose of the CAC is to:

- a. Provide an organization where cadets gain leadership experience at higher organizational levels.
- b. Aid the commanders in monitoring and implementing the Cadet Program.
- c. Make recommendations for improving and running the Cadet Program.

3-2. COMPOSITION.

- a. The CAC will consist of one cadet representative and one assistant from each echelon.
 - 1) Region commanders will appoint a national CAC representative and assistant. Only Phase IV cadet officers or Spaatz cadets in their region are eligible.
 - 2) Wing commanders will appoint a region CAC representative and assistant. Only cadet officers are eligible.
 - 3) Composite and cadet squadron commanders should appoint a wing (or group) CAC representative and assistant from any cadet in their unit. Squadrons not having a cadet officer may appoint a cadet with the highest qualifications. Cadets appointed wing CAC members should have earned the Mitchell Award.
- b. Each appointee and assistant will be designated on a CAPF 2a, *Request for and Approval of Personnel Actions*. In the remarks section, include the cadet's mailing address, telephone number, and email address. A copy of this signed form will be forwarded to the director of cadet programs at the next higher echelon for approval.
- c. The CAC will have a cadet chairperson, vice chairperson and/or recorder. The echelon commander may appoint cadets to these positions, or they may be filled by election at the commander's discretion.
 - 1) To be appointed or elected chairperson, the cadet should have served on the CAC during the previous term. This will promote continuity between councils.
 - 2) For the national CAC, the chairperson will be appointed by the national commander, upon the recommendation of NHQ CAP/CP and the senior member advisor.
 - 3) If the chairperson had been appointed as a primary representative for the corresponding term, then the commander of the affected unit will appoint another cadet to replace him or her as primary representative.
- d. Each council will convene as specified by the respective echelon commander. However, councils will convene at least twice annually. Meetings may be held electronically.

3-3. DUTIES.

- a. The CAC has no authority to implement policy. All recommendations to improve the Cadet Program will be sent to the echelon's director of cadet programs for action. Formal recommendations should be written as staff study reports or position papers (for guidance, see *Leadership 2000*, chapter 9; and *The Tongue and Quill*, available at www.cap.gov).
- b. The echelon commander, or CAC senior member advisor, may direct the CAC to deliberate on a particular Cadet Programs issue (not related to an official complaint or the inspection program) and require that their findings or recommendations be submitted in writing.
- c. Region and wing commanders are authorized to establish a CAC Constitution & Bylaws, or an Operating Instruction (OI), without the need for approval of NHQ CAP/CP. These procedures should include items such as:
 - 1) Succession of elected officials
 - 2) Voting procedures
 - 3) Group representation (for those wings with a group structure)
 - 4) Meeting procedures.
- d. If any council member's performance or conduct drops below desired CAP standards, the appointing authority shall revoke that individual's appointment and will appoint a replacement.
- e. Assistant representatives have no vote, unless the primary representative is absent. Assistants should attend all CAC meetings, if logistically feasible.
- f. Chairpersons have no vote, except to break a tie.

3-4. TERM OF OFFICE.

- a. Cadets are appointed to the CAC for a 1-year term of office. They may be re-appointed for only one additional term at each echelon. No cadet will serve more than 2 years at each echelon.
- b. The beginning and termination of the term of office will coincide with the beginning of the summer National Board meeting.
- c. Wing and region CAC representatives will be appointed no later than 1 July.

3-5. ADVISORS. The echelon's director of cadet programs, or designee, will supervise the CAC and act as its advisor. An advisor, and preferably another senior member, must be present at all CAC meetings, per CAPR 52-10, *Cadet Protection Policy*. The advisor helps guide and counsel the CAC while allowing it to function as a forum for cadets.

3-6. MINUTES & AGENDAS. The chairperson will forward the CAC meeting agenda to all representatives and advisors at least 10 days prior to the scheduled meeting. The chairperson will also ensure that minutes of CAC proceedings are forwarded to the CAC members, the echelon commander, and the next echelon's director of cadet programs within 30 days. The agenda and minutes should be prepared in outline form, using the official memorandum format as a guide (see CAPR 10-1, *Preparing & Processing Correspondence*).

3-7. REIMBURSEMENT. Primary representatives to the national CAC and the chairperson will be allotted a budget from national headquarters to help offset travel expenses.

3-8. AWARDS. All primary representatives of each CAC are authorized to wear the CAC ribbon with appropriate device upon satisfactorily completing their terms of office (see Figure 3-1). The echelon's director of cadet programs shall be the requesting authority on all CAPF 2a requests for the CAC ribbon. The approving authority will be the echelon commander.

a. The CAC ribbon may be awarded retroactively to cadets who completed a successful term as a group CAC primary representative but were previously ineligible for the award.

b. The ribbon and devices are permanent awards. However, shoulder cords serve as a means of identifying current primary CAC representatives and shall be worn only during the term of office. CAPM 39-1, *Civil Air Patrol Uniform Manual*, outlines the proper wear of the shoulder cord. Only the style and shade stocked by the CAP Bookstore will be worn.

FIGURE 3-1. AWARDS AND IDENTIFICATION FOR CAC PRIMARY REPRESENTATIVES

Appointing Authority	CAC Echelon	Device Worn on CAC Ribbon	Shoulder Cord Worn
Regions	National	Gold Star	Gold
Wings	Region	Silver Star	Blue
Groups or Squadrons	Wing	Bronze Star	Red
Squadrons	Group	None	Green

CHAPTER 4 – CADET ACTIVITIES

4-1. SPECIAL ACTIVITIES. National Cadet Special Activities (NCSAs) are designed to provide cadets with incentives and motivate them toward greater participation in the Cadet Program. Special activities broaden the experiences of participants and contribute directly to knowledge of career opportunities, both in the military and in the civilian fields. Many activities are established, controlled, and conducted at squadron, wing, and region levels.

a. Qualifications, requirements, and application procedures for all national cadet special activities are published and distributed annually by national headquarters in the November and December issues of the *Civil Air Patrol News*, and through the national CAP web site (www.cap.gov). Applicants will fulfill all requirements established for the activities for which application is made. Inability to meet any of the published criteria will automatically disqualify an applicant for selection.

b. Wings may hold a “Special Activities Review Board” to allow their commander to gain a better understanding of the cadets who are applying for national or regional activities. The CAPF 31, *Application for Encampment or Special Activity* must be endorsed by the wing commander or board president. Wing commanders may authorize board presidents to sign CAPFs 31 on their behalf, but that authorization must be provided in writing to NHQ CAP/CPA. Selection boards may be of several types:

1) A documentation and application review by experienced personnel as determined and selected by the wing commander or designee.

2) A formal interview board conducted by experienced personnel as determined and selected by the wing commander or designee in one or more locations.

3) A combination of the above.

c. Cadets must complete 80% of the NCSA to be eligible to graduate. Activity directors will determine if a cadet successfully completes an activity and deserves credit for the NCSA.

d. Cadets who successfully complete one of the NCSAs listed in *Civil Air Patrol News* and/or on the national web site will receive a CAPC 16 graduation certificate and become eligible for the national cadet special activity ribbon (see CAPR 39-3, *Award of CAP Ribbons, Medals, and Certificates*).

e. NHQ CAP/CP will select the activity director for each NCSA, as well as certain essential staff members.

f. Cadets who drive privately-owned vehicles (POVs) to a NCSA will not operate the POV during the activity and will turn in all car keys to the designated senior member upon arrival.

g. If due to medical or disciplinary reasons a cadet must be sent home early from a NCSA, including IACE, it shall be the obligation of the parent(s) or legal guardian(s) to pay for transportation and/or related costs. Parents acknowledge this obligation by signing the CAPF 31. To avoid any disputes, squadron commanders should reiterate this requirement to parents upon receiving the CAPF 31 application.

4-2. ORIENTATION FLIGHTS. The Cadet Orientation Flight Program is designed to introduce youth to general aviation through hands-on orientation flights in single engine aircraft and gliders. The program is limited to current CAP cadets under 18 years of age. Cadets aged 18 and older may still participate in military orientation flights.

a. Cadets may fly as much as possible, but only five powered flights and five glider flights will be reimbursed. More than one cadet may fly per sortie, depending upon the capability of the aircraft. An unlimited number of backseat rides are authorized; cadets do not lose any of their syllabus flights by observing another cadet’s flight from the backseat. CAP cadet orientation flights may be classified as either corporate/private or military, although only corporate/private flights are reimbursable.

b. Cadets must carry their current CAP membership card with them on the flight.

c. A successful orientation flight will include at least 80% of the syllabus objectives found in CAPP 52-7, *Cadet Orientation Flight Syllabus*. Every flight will conform to the syllabus and be consistent with safety. Orientation flights will not be credited toward any pilot ratings (solo, private pilot, etc.).

d. The pilot certifies completion of the cadet’s syllabus rides by signing CAPP 52-7, Attachment 1 and/or 2. Copies of these attachments will be kept with the cadet’s CAPF 66, *Cadet Master Record*.

e. Squadron commanders, or their representatives, are responsible for submitting a completed CAPF 7 or CAPF 7T to the wing for final validation and auditing. After review, the designated wing representative signs the CAPF 7, *Cadet Orientation Flight Consolidation Report*, or CAPF 7T, *Tow Flight Consolidation Report*, and then follows the reimbursement procedures found in CAPR 173-3, *Payment for CAP Support*.

f. CAPFs 7 and CAPFs 7T submitted to national headquarters more than 90 days after the flight date are not reimbursed.

g. Reimbursement rates are found in CAPR 173-3 *Payment for Civil Air Patrol Support*. Cadets will not pay any amount to receive an orientation flight.

h. Detailed guidance on how to conduct cadet orientation flights may be found in CAPP 52-7, *Cadet Orientation Flight Syllabus*, and CAPR 60-1, *CAP Flight Management*.

4-3. FLIGHT SCHOLARSHIPS. Training in airplanes and gliders may be accomplished at a centralized event (like a National Flight Academy), or on an individual basis. All cadet flight training will meet the guidelines found in CAPR 60-1, *CAP Flight Management*. Refer to the *Civil Air Patrol News* for details about available national flight scholarships. This information is also available on the national CAP web site (www.cap.gov).

4-4. SCHOLARSHIPS. One-year monetary awards are offered to eligible members on a competitive basis. The number and amount awarded each year is based on the total amount of scholarship funds available for that year. Refer to the October issue of the *Civil Air Patrol News* for complete details about eligibility and application procedures. This information is also available on the national CAP web site (www.cap.gov).

4-5. USAFA PREPARATORY SCHOOL. Each year, national headquarters submits recommendations to the Air Force Academy for qualified cadet members to attend the Academy's Preparatory School (USAFAPS). The USAFA Preparatory School is a 1-year program that increases a student's potential for admission to the Academy and complete the Academy's curriculum. Many of the students who enter the USAFAPS complete the requirements, graduate, and are offered an appointment to the Academy. Those recommended by national headquarters are not guaranteed appointments to the USAF Academy or the USAFAPS. Refer to the October issue of the *Civil Air Patrol News* for complete details about eligibility and application procedures. This information is also available on the national CAP web site (www.cap.gov).

4-6. NATIONAL CADET COMPETITION. The National Cadet Competition (NCC) enables cadets to model traits of the highest standards of leadership and personal responsibility. The NCC includes the National Drill Team Competition and the National Color Guard Competition, which are usually held during late June or the first week of July at a prestigious Air Force installation. Refer to the national CAP web site for more information (www.cap.gov). Drill team and color guard cadets are each authorized to wear a shoulder cord. The cord will be worn only during performances and must be of the same style and shade as the white cord available through the CAP Bookstore. Senior members will not wear NCC shoulder cords.

4-7. HONOR GUARDS. To enhance CAP's image to the public, a squadron may develop a unit honor guard. Commanders may assign the cadet leadership officer the responsibility to select and train the guard. Squadrons may train in one or more elements of an honor guard. All guards should be used for appropriate occasions in the local community. Honor guard cadets are each authorized to wear a shoulder cord. The cord will be worn only during performances and must be of the same style and shade as the silver cord available through the CAP Bookstore. Senior members will not wear honor guard shoulder cords.

4-8. REGIONAL CADET LEADERSHIP SCHOOLS. The Regional Cadet Leadership Schools (RCLS) provide training to increase knowledge, skills and attitudes as they pertain to leadership and management. Each region may host a week long RCLS. To be eligible to attend, cadets must be serving in, or preparing to enter, cadet leadership positions within their squadron. Cadets should contact their wing director of cadet programs to learn when the next RCLS will be offered and what the requirements are.

4-9. THE INTERNATIONAL AIR CADET EXCHANGE PROGRAM. Cadets and senior members may apply for the International Air Cadet Exchange (IACE, pronounced, "I-A-C-E") and serve as "ambassadors" to various countries that promote international understanding, goodwill, and friendship among young people interested in aviation.

a. Participants explore these countries through gliding, mountain climbing, tours, orientation flights, museums, various sports activities, and meet cadets from abroad and their families. While being honored at various receptions, they may also meet famous celebrities and military and political dignitaries.

b. This prestigious activity is a rewarding experience that lasts approximately 3 weeks. CAP, the USAF, and the host country cover the costs of meals, lodging, and airfare. The required IACE uniform and incidental costs are the responsibility of the participant.

c. Cadets who have earned the Earhart Award by 31 December before the year attending IACE and are at least 17 years of age by 1 July of the year attending IACE are eligible to attend. Senior member escorts must be senior-rated in the Cadet Programs Officer Specialty Track (CAPP 216) by 31 December before the year attending IACE and be at least 25 years of age by 1 July of the year attending IACE. The host country may impose some additional qualifications or restrictions. Refer to the national CAP web site for details about eligibility and application procedures (www.cap.gov). This information is also announced in the November issue of the *Civil Air Patrol News*.

CHAPTER 5 – ENCAMPMENTS

5-1. ENCAMPMENTS.

a. Encampments are designed to provide CAP members the opportunity to:

- 1) Apply knowledge gained in the cadet and senior programs to practical situations.
- 2) Develop a greater understanding of CAP and Air Force missions and capabilities.
- 3) Develop their leadership potential.
- 4) Enhance interpersonal relationship skills.
- 5) Develop time-management skills.
- 6) Instill group cooperation and teamwork.
- 7) Inspire a sense of discipline.
- 8) Challenge the individual to exceed.
- 9) Enhance the local unit's Cadet Program.
- 10) Aid in retention and motivation.
- 11) Present an introduction to the military.

b. Regions and wings are authorized to supplement this chapter as necessary to accomplish their purpose without the need for written approval of NHQ CAP/CP.

c. When national encampments are held, their primary goal, in addition to the goals stated above, is to help standardize basic cadet training across the nation. These encampments are supplemental to the wing's annual encampments.

5-2. PHILOSOPHY. An encampment can be the most significant and worthwhile training experience of a CAP cadet's membership. Training is what the encampment is all about. To achieve the overall goals, a positive attitude is essential. Each staff member has an obligation to learn as much as possible and to offer the highest quality of training to others. The staff will always remember that their first duty is to the members of the basic flight.

5-3. AUTHORITY. For wing encampments, the wing director of cadet programs recommends the encampment commander for the wing commander's approval. Subordinate staff members are appointed on personnel authorizations. NHQ CAP/CP selects the national encampment commander along with the essential senior leadership for the national encampments.

5-4. LOCATION AND DURATION. Encampments are conducted under CAP supervision with Air Force advice, assistance and cooperation. They may be conducted at active duty, National Guard, or Reserve bases. They may also be conducted at any community, state, or other national facility (including DoD installations). It is preferred that they be conducted over a single time period, not to exceed 14 days; however, they may be conducted over a period of two consecutive weekends, plus a third weekend within three weeks of the encampment's second weekend. A joint encampment may be conducted between wings. Joint encampments with the Air Cadet League of Canada are permitted with approval from NHQ CAP/CP, after prior coordination with all involved international parties. Joint encampments with JROTC are authorized with approval from NHQ CAP/CP, after prior coordination with all involved parties.

5-5. REQUIRED ACTIVITIES FOR ALL ENCAMPMENTS.

a. Senior Members: The host wing commander and encampment commander should plan senior member training activities that will increase their leadership skills. Senior members, other than the encampment staff, should be placed in a training flight where they should complete Cadet Programs related training.

b. Cadets: The required minimum course content for cadets participating at any encampment is shown in Figure 5-1. Elective activities should be planned according to the special opportunities that the encampment area offers.

c. Formations are mandatory for all cadets at encampments.

5-6. ELIGIBILITY FOR ENCAMPMENT.

a. Senior Members. Senior members will have completed Level I of the senior member training program and the Cadet Protection Policy Training (CPPT) before attending an encampment.

b. Cadets. Cadets with a current membership card who have completed the Curry achievement may participate in an encampment.

5-7. SELECTION PRIORITIES. When the available encampment facilities are not adequate to allow all eligible applicants to attend, participation will be selected on the following priority basis:

a. Senior Members. Priorities for senior member attendance will be established at the host wing headquarters (or at national headquarters for national encampments).

b. Cadets:

- 1) First Priority: Any Phase I or Phase II cadet who has not previously attended an encampment.
- 2) Second Priority: Cadets who have attended only one encampment.
- 3) Third Priority: Any other cadet.

5-8. CREDIT FOR ENCAMPMENTS. Credit will be given for attending encampments that meet criteria outlined in Figure 5-1. Credit guidelines are outlined below:

a. Credit for completing an encampment is granted by national headquarters. This credit is granted only after receipt and processing of the certified CAPF 20, *Encampment and Special Activity Report*, as outlined in paragraph 5-20.

b. Senior Members. Each senior member will complete assigned duties satisfactorily. An immediate superior at the encampment evaluates the performance of each senior member.

c. Cadets. Each cadet will complete at least 80% of the scheduled instruction and perform in a satisfactory manner.

5-9. PLANNING AND CONDUCTING CAP ENCAMPMENTS.

a. The wing commander is responsible for the encampments within their wing. The wing commander will coordinate with the other affected wing commanders in case of a joint encampment. Wing commanders will select the encampment commander for encampments within their wing and will coordinate with the wing commanders of the other affected wings in selecting an encampment staff for joint encampments. Region commanders may delegate the responsibility of conducting region encampments to the host wing's commander; this delegation should be made in writing to the host wing commander.

b. When national encampments are held, national headquarters will coordinate with the host wing in planning and conducting the encampment. NHQ CAP/CP selects the national encampment commander (in coordination with the national commander) and essential senior staff positions.

c. Selection of Encampment Sites. The state director or deputy state director should be called upon to help coordinate the selection of the encampment site. The state director or deputy state director acts as a liaison with the host facility.

d. Cooperation With Installation Authorities. At any encampment site, CAP is a guest. Military installations are authorized to provide support to encampments. The state director (or deputy state director) is the focal point for all contact and coordination with the installation commander and the commander's staff. Channel all requests for support and subsequent coordination through the state director (or deputy state director). Establish coordination with authorities in charge of an installation well in advance of a proposed encampment. Coordination with the following personnel is recommended:

1) Military Installations:

a) The installation commander should be briefed on the CAP Cadet Program and furnished an outline of the encampment plans. The commander should be encouraged to outline installation policies that will affect the encampment. Installation policies should then be published and distributed to members of the encampment staff.

b) The base or installation project officer assigned to the encampment should be the contact point for all base support, such as billeting, maintenance, medical supply, transportation, base exchange, personnel services, operations, chaplain and information.

2) Non-military Installations. Coordinating with the proper authorities in charge of non-military installations is as vital as establishing good liaison with personnel at military installations. The following items should be given special attention in arranging for encampments at non-military installations:

a) If an encampment is held at an installation such as a state park or armory, similar arrangements will be made for a proper environment to run an encampment, such as sleeping bags, cots, etc. If the encampment is conducted at a state park or other facility where buildings are not available, tents for personnel and administrative functions will be obtained.

b) For encampment sites without standard dining facilities available (or catering, restaurant or other food service), a dining operations staff will be appointed and will provide the necessary food services.

c) An airport or an airstrip near the proposed encampment site should be available. Liaison should be arranged with the fixed-base operator or the airport manager.

5-10. REQUIRED STAFF TRAINING. Cadets and senior members who serve on the staff of an encampment must complete the Required Staff Training (RST). For details, see paragraph 1-4d.

5-11. MOTOR VEHICLES.**a. Insurance.**

1) Military Installations. Vehicles will have liability insurance coverage before being operated on a military installation. The minimum liability insurance required varies from state to state.

2) Other Installations. Possession of liability insurance is highly recommended.

b. Transportation To and From Encampments:

1) Transportation to and from encampments is the responsibility of the member. Commanders may, on an as available basis, provide CAP vehicle or aircraft transportation (See CAPR 77-1, *Operation and Maintenance of Civil Air Patrol Owned Vehicles*).

2) CAP does not exercise control or supervision over travel performed by members, unless CAP transportation is furnished. CAP does not assume any responsibility for travel performed by members to or from encampments or special activities (See CAPR 77-1).

3) Units will not issue travel orders or travel authorizations (see CAPR 10-3, *Administrative Authorizations*).

4) Senior members who drive POVs to military installations will meet liability insurance and other regulatory requirements to operate the vehicle on base.

5) Cadets who drive POVs to encampments will not operate the POV while at the encampment. Upon arrival, they will turn-in all keys to the car to the designated senior member. The keys will be returned on departure.

6) Operators of CAP vehicles will possess an authorized CAPF 75, *Motor Vehicle Operator Identification Card*, in addition to a normal state driver's license. The type of vehicle driven will be endorsed on the CAPF 75.

5-12. USE OF RESERVE MILITARY PERSONNEL. Obtain reserve assistance personnel services through the state director's office for short active duty tours at encampments. The state director, deputy state director, wing reserve coordinator (WRC), or a reserve assistance officer (RAO) designated by the WRC serves as liaison officer between host installation commanders and encampment commanders.

5-13. ORIENTATION FLIGHTS. Orientation flights are authorized for cadets. Military aircraft may be used when local directives allow. If CAP aircraft are used, the CAP pilots will meet qualifications listed in CAPR 60-1, *CAP Flight Management*. Orientation flights flown according to CAPR 60-1 and CAPP 52-7, or by military aircraft, are the only orientation flights authorized for cadets. In order to have an orientation flight in a military aircraft, the cadet will

a. have a signed consent form from their parent(s) or guardian (see Attachment 1, Parental Consent Statement, in CAPR 76-1, *Travel of CAP Members via Military Aircraft and Surface Vehicles*) and

b. be physically capable of wearing a parachute if one is required on a military aircraft.

5-14. DELAYS IN ARRIVAL. The encampment commander may, at his or her discretion, authorize a delay in arrival; however, cadets will need to complete 80% of the scheduled instruction to graduate.

5-15. RELEASE FROM ENCAMPMENTS. In exceptional cases, such as sickness or personal hardship, personnel may be excused from encampment activities. No credit for the encampment will be given unless at least 80% of the scheduled instruction is completed.

5-16. ADMINISTRATIVE POLICIES AND PROCEDURES. Policies and procedures governing encampment administration, training schedules, duty rosters and use of encampment facilities should be posted on each bulletin board in the encampment area.

a. Such information may include the following items:

1) Exchange privileges that personnel are entitled to when in uniform and at times designated as free time or open base.

2) Laundry and dry cleaning procedures.

3) Lost and found notices.

4) A map of the encampment area clearly defining restricted areas. Restricted areas should include flight line layout and buildings not for CAP use.

5) Use of the Officers' Club, NCO Club, and service clubs (senior members may use these clubs when granted installation approval; cadets may use them only for scheduled social activities).

6) Evacuation notes and fire drill procedures.

b. Personnel will be briefed before the encampment and at the first formation on acceptable conduct and informed that gambling, stealing, hazing, smoking, or using alcoholic beverages will result in automatic dismissal and further disciplinary action.

5-17. MEDICAL AND ACCIDENT POLICIES.

a. Accidents. CAP has established self-insured accident coverage for its members that provides benefits in the event of accidents, injuries, or death incurred during authorized activities. CAPR 900-5, *The CAP Insurance/Benefits Program*, outlines the medical coverage. All accidents, no matter how minor, will be reported to the encampment commander in writing. The encampment commander will follow the reporting procedure found in CAPR 62-2, *Mishap Reporting and Investigation*, using a CAPF 78, *Mishap Report Form*.

b. Government Medical Care. Emergency medical care for encampment personnel attending encampments at DoD facilities is covered under Air Force Handbook AFH 41-114, and CAPR 160-2, *Authorized Medical Care at Air Force Hospitals*.

c. Emergency Medical Care. The encampment medical officer should make pre-encampment arrangements for the emergency treatment of personnel injured during an encampment. A vehicle should be available at encampment headquarters in case personnel may need to be transported to medical facilities.

d. Notification Procedures. In case of death, injury, or serious illness, procedures are outlined in CAPR 62-2 and CAPR 35-2. Encampment commanders are responsible for compliance.

5-18. DINING FACILITY. If the encampment is supported by an Air Force dining facility, the participating CAP members are exempt from paying surcharges to use the facility (reference AFI 10-2701, paragraph 4.4).

5-19. REVIEW BOARD. The encampment commander shall appoint a review board to hear senior member and cadet grievances not resolved by the staff. If the decision is not satisfactory to the member, an appeal may be made to the encampment commander. The member may write an appeal of the encampment commander's decision to the wing commander within 30 days of the close of the encampment. The wing commander will respond with a decision within 30 days of receiving the written appeal. The wing commander's decision is final.

5-20. REPORTING REQUIREMENTS. To ensure proper operational and financial oversight of the encampment, the encampment commander will complete an encampment report and a financial report as described below.

a. Encampment Report Within 45 days of the conclusion of the encampment, the encampment commander will provide the state director (or deputy state director) with the necessary data to complete the CAPF 20, *Encampment and Special Activity Report*. Within 60 days of the conclusion of the encampment, the state director (or deputy state director) submits the completed CAPF 20 to NHQ CAP/CPR.

1) When implemented, on-line report(s) will satisfy requirements listed above.

2) If two or more wings agree to conduct a joint encampment, the host wing's state director or deputy endorses and submits the completed CAPF 20 to NHQ CAP/CPR. In the case of a region encampment, the host wing's state director or deputy forwards courtesy copies of the completed CAPF 20 to the state directors of other wings that had cadets participating at the encampment.

3) State directors and NHQ CAP will maintain copies of completed CAPF 20s for 3 years.

4) NHQ CAP will record encampment completion in the national cadet database, which serves as the permanent record.

b. Financial Report. At the close of the encampment, the encampment finance officer will give the final financial statement and any surplus encampment funds to the encampment commander. The encampment commander will forward these items to wing headquarters. For joint encampments, the financial statement and any surplus funds will be sent to the host wing headquarters for processing. For region encampments, the financial statement and surplus funds will be sent to the region headquarters for processing, or to the host wing headquarters, as directed by the region commander. For national encampments, the financial statement and any surplus funds will be forwarded to NHQ CAP/CP. All financial statements will be submitted within 30 days of the close of the encampment.

c. Cadet and Staff Critiques. Shortly before the encampment concludes, the encampment commander should solicit feedback from the cadets and staff attending the encampment. The best method is to require participants to complete an unsigned critique. An evaluation of the responses, submitted to the wing director of cadet programs (or NHQ CAP/CP for national encampments), would provide valuable information for planning future encampments.

FIGURE 5-1. ENCAMPMENT CURRICULUM**CADET ENCAMPMENT: REQUIRED MINIMUM COURSE CONTENT & CURRICULUM OVERVIEW**

The encampment curriculum may be delivered via any format – tours, briefings, guest speakers, informal lectures, job shadowing, duty performance, simulations, games, etc. – making use of the particular strengths and resources of the host installation and local aerospace industry. Interactive, experiential methods of education and training are preferred to static, lectured-based instruction.

The encampment curriculum is integrated with the Air Force's force development program. Under each training block listed below, the corresponding universal aerospace leader competency is identified for informational purposes.

1. AIR FORCE FUNDAMENTALS – 10 Hours

1a. Structure & Mission of the United States Air Force: Cadets will be introduced to the six core competencies of the United State Air Force: air and space superiority, global attack, rapid global mobility, precision engagement, information superiority, and agile combat support. They should become acquainted with the missions of nearby Air Force units and how the total force is organized, to include CAP's relationship to the Air Force as its Auxiliary.

Universal Aerospace Leader Competencies

Aerospace Operations: *Air Force Core Competencies*

1b. Aerospace Power: The unique characteristics of aerospace power - speed, precision, range, lethality, and freedom of maneuver - will be explored through the lens of local aerospace organizations, particularly Air Force flying units. Additionally, the principle that aerospace power contributes to national security will be explained.

Universal Aerospace Leader Competencies

Aerospace Perspective: *Aerospace Fundamentals*

Aerospace Strategy: *National Military Strategy; Efficacy and Use of Aerospace Power*

1c. Aerospace Heritage: Cadets will become acquainted with the historical artifacts, events, or individuals who shaped the aerospace environment and affected America's achievements in air and space.

Universal Aerospace Leader Competencies

Aerospace Perspective: *Air Force Heritage and Culture*

2. CIVIL AIR PATROL FUNDAMENTALS – 10 Hours

2a. Emergency Services: Cadets will receive an introduction to CAP's emergency services mission, which may include actual emergency services training. Opportunities for cadet participation in emergency services should be emphasized.

Universal Aerospace Leader Competencies

Not applicable

2b. Aerospace Education: Learning activities will be conducted to help cadets better understand the lessons found in the cadet aerospace textbooks. Full use should be made of the experts and facilities available at the host installation and in the local community.

Universal Aerospace Leader Competencies

Aerospace Technology: *Basic / Specialized Knowledge; Aerospace Environment*

2c. Cadet Program: Experienced CAP leaders will provide an overview of opportunities available through continued participation in the Cadet Program. The overview will include information about scholarships, national and local cadet special activities, drill teams, color guards, and the Cadet Program's usefulness as a gateway to an aerospace career. The life skills and intangible benefits afforded by the Cadet Program will be emphasized. Practical advice on how to advance and make the most of the cadet experience should also be included. Cadets will also be made aware of the dangers of drug abuse, consistent with Drug Demand Reduction (DDR) program guidelines.

Universal Aerospace Leader Competencies

Not applicable

Continued on next page

CADET ENCAMPMENT: REQUIRED MINIMUM COURSE CONTENT (CONTINUED . . .)
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3. LEADERSHIP & THE CADET ETHIC – 16 Hours

3a. Character Development: The encampment will immerse youth in the cadet experience, accenting the traits that distinguish cadets from their non-cadet peers. Cadets will learn to develop discipline, teamwork, and accept personal responsibility. Throughout the encampment, the Air Force Core Values will be related to the various activities and used to develop the moral character of the cadets. Moral leadership forums with the chaplain or MLO will be conducted.

Universal Aerospace Leader Competencies

Aerospace Character: *Integrity / Honesty; Selflessness; Respectfulness; Decisiveness; Responsible and Self Disciplined; Loyalty; Compassion; Cooperativeness; Resilience*

3b. Physical Fitness: Cadets will participate in fitness activities such as team sports, calisthenics, and exercise games that will motivate them to develop a lifelong habit of regular exercise. Sportsmanship will be encouraged, as well as cadets' efforts to achieve their personal best. Cadets will be instructed how to safely participate in fitness activities. Additionally, the importance of physical fitness will be related to Air Force missions, civilian aerospace careers, and a cadet's total well-being.

Universal Aerospace Leader Competencies

Aerospace Leadership: *Health and Wellness*

3c. Drill & Ceremonies: Drill and ceremonies will be used to build self-discipline, confidence, and teamwork. Cadets will practice military customs and courtesies; they will learn to value politeness and respect as positive character traits that are cornerstones of civil society. Cadets proficient in basic drill should receive instruction on how to lead an element or flight in drill.

Universal Aerospace Leader Competencies

Aerospace Perspective: *Air Force Heritage and Culture*

Aerospace Leadership: *Teambuilding*

3d. Creative Thinking: Cadets will learn how to think creatively and resolve problems in various educational settings. Cadets will be given opportunities to complete team leadership problems, participate in a leadership reaction course or obstacle course if available, or role play as if faced with an aerospace, emergency services, leadership, or ethical problem. Further, cadets serving on the encampment staff should participate in special workshops or receive mentoring from seasoned leaders who can help them improve their problem-solving capabilities.

Universal Aerospace Leader Competencies

Aerospace Leadership: *Promote Continuous Development of Airmen and Organization; Communications; Teambuilding; Visionary Outlook*

4. AEROSPACE CAREER EXPLORATION – 4 Hours

4a. Career Opportunities: By personally interacting with Air Force members and civilian aerospace leaders, cadets will receive an overview of various aerospace career opportunities. Careers outside the cockpit must be included, such as engineering, aircraft maintenance, air traffic control, meteorology, avionics, computer science, etc.

Universal Aerospace Leader Competencies

Aerospace Technology: *Aerospace Environment*

Air Force Organization: *Air Force as Total Force*

4b. Career Requirements & Counseling: Cadets will be introduced to the aptitudes and educational requirements necessary to enter the careers showcased at the encampment. Representatives of the various career fields should explain typical career paths and opportunities cadets will have to enter that profession. The immediate educational commitments and life choices cadets must make in order to fulfill their career goals will be emphasized.

Universal Aerospace Leader Competencies

Aerospace Technology: *Aerospace Environment*

Air Force Organization: *Air Force as Total Force*

Minimum Total Hours in Encampment Curriculum: 40

CHAPTER 6

JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) & THE BOY SCOUTS OF AMERICA (BSA)

6-1. CAP POLICY FOR JROTC. The following policy reflects an expansion of the relationship between the CAP Cadet Program and Junior Reserve Officer Training Corps (JROTC) programs. The CAP Cadet Program and JROTC organizations of the armed services (Air Force JROTC, Army JROTC, Navy JROTC, and Marine Corps JROTC) are complementary and mutually supporting. CAP encourages support of JROTC through dual membership of CAP cadets whenever possible.

a. JROTC cadets may be accelerated through the CAP Cadet Program when they meet the following requirements:

1) Two full years of JROTC – The CAP cadet may be promoted at the rate of one achievement per month up to the Mitchell Award.

2) Three full years of JROTC – The CAP cadet may be promoted at the rate of one achievement per month up to the Earhart Award.

3) Four full years of JROTC – The CAP cadet may be promoted at the rate of one achievement per month up to the Eaker Award.

b. All CAP requirements for each achievement and each milestone award (Wright Brothers, Mitchell, Earhart, Eaker and Spaatz) will be met under the supervision of CAP personnel. Milestone exams and achievement tests must be taken and passed. All promotion requirements will be met, except that the minimum time in grade is reduced for JROTC cadets, as described above. Cadets who have completed an AFJROTC summer leadership school may receive CAP encampment credit if NHQ CAP/CP reviews the training syllabus and determines the AFJROTC activity met 80% of the CAP encampment curricula described in chapter 5.

c. Squadron commanders, when submitting CAPFs 52-1, 52-2 or 52-3 for cadets credited with JROTC experience, will attach a copy of the certification to the form. JROTC aerospace (ASI), military (MSI) or naval science instructors (NSI) will certify 2, 3 or 4 years completion of JROTC. CAP Cadet Program credit is not authorized for less than 2 years of JROTC.

d. CAP cadets may wear the following awards earned through their JROTC participation:

1) CAP cadets are limited to wear any three JROTC ribbons on the CAP uniform (placements of JROTC ribbons are found in CAPM 39-1, *CAP Uniform Manual*). No other JROTC specialty badges or devices are authorized unless found in CAPM 39-1. JROTC aerospace (ASI), military (MSI), or naval science instructors (NSI) will certify the authority to wear the JROTC ribbons.

2) Cadets enrolled in CAP and AFJROTC who use the same uniform for both activities may wear the CAP wing patch on the right shoulder and the AFJROTC patch on the left shoulder (See CAPM 39-1). Other JROTC patches are not authorized.

6-2. CAP POLICY FOR THE BOY SCOUTS OF AMERICA (BSA). CAP and the Venturing and Aviation Explorer divisions of the Boy Scouts of America have much in common. CAP encourages dual membership in both CAP and BSA as either an Aviation Exploring Post or Venturing Crew, with CAP being the chartered partner. By being the chartered partner, CAP is the basis for the union; therefore, members first belong to CAP. The existing CAP structure does not change and all members will conform to CAP standards and wear the CAP uniform.

a. Exploring is suited for squadrons that emphasize flying and aerospace education. Venturing encompasses high-adventure programs and is suited for squadrons that emphasize camping and wilderness activities.

b. The benefits for dual chartering are:

1) The BSA organization includes approximately 4,000 professional staff and over 93,000 adult volunteers who would be available to provide assistance in the following areas:

a) Identification of potential youth members with an interest in aviation or search and rescue through a school career interest survey (where available).

b) Additional “working with youth” adult leader training opportunities.

2) Eligibility to participate in all Venturing activities upon becoming a Venturing crew, such as: scholarships and awards, the Explorer Olympics, air rifle competitions, fly-ins, an emergency preparedness program, use of local BSA camps and facilities and more.

c. The squadron commander should meet with representatives of the local BSA Council to discuss dual chartering. If the decision is made to dual charter, then the BSA representative will complete and submit the required BSA chartering documentation. After a squadron receives its charter, the next command echelon should be notified of the new status.

d. Dual chartered members are authorized to wear the Venturing Patch, or the Aviation Exploring Patch as appropriate, in place of the organizational emblem on the BDU uniform (see CAPM 39-1).

e. All CAP flying activities will be accomplished in accordance with CAPR 60-1, *CAP Flight Management*, and all CAP search and rescue activities will be accomplished in accordance with **CAPR 60-3**, *CAP Emergency Services Training and Operational Missions*.

f. A jointly chartered **CAP Venturing Crew or Aviation Exploring Post** will conduct all operations and activities under CAP regulations or clearly and unmistakably conduct itself under the auspices of the scouting program only. If the unit wishes to conduct any activity outside of, or restricted by CAP regulations, the unit commander will obtain Scout liability insurance protection for CAP and the members of the unit from the Scouting Council or Scouting National Headquarters before proceeding.

SUMMARY OF CHANGES.

Chapter 1: The mission statement is updated; added clarification that the squadron commander appoints the cadet commander; added clarification that commanders may keep cadet command and staff positions vacant; the Cadet Physical Fitness Test (CPFT) events and scoring are changed; added clarification that cadets will participate in at least half of the moral leadership forums offered since the completion of the last achievement; added requirement for cadets aged 18 and older to complete Cadet Protection Program Training (CPPT); added requirement for staff at certain activities to complete the Required Staff Training (RST); added clarification concerning the role of cadet sponsor members (CSMs); added requirement to adhere to fluid replacement and work-load limitation guidelines; added clarification that weapons may not be used at cadet activities; added law enforcement officers to the list of potential firearm training instructors; updated the Drug Demand Reduction mission statement; changed the physical fitness category definitions.

Chapter 2: Added optional guidance on quarterly unit meeting schedules; changed procedures to order cadet tests; added clarification that cadets may not test beyond their next achievement; added clarification on the handling of cadet records during a transfer; added authorization to use an on-line record-keeping system when implemented; changed CAPF 59 series to CAPF 52 series; added a milestone award to mark the completion of Phase I and renamed Achievement 3; added requirements to complete Phase I; updated minimum times to complete each phase given the new Phase I requirements; added clarification that cadets will wear their earned grade on their uniform, versus a discretionary grade; added clarification that commanders may retain cadets in grade if appropriate counseling is provided; added requirement to use CAPF 50 to evaluate cadet progression at least once per phase; added requirement that cadets be able to recite the Cadet Oath from memory to be promoted; added guidance on the availability of free cadet uniforms (the FCU program); updated the aerospace test requirements to match the current curriculum; updated the essay and speech topics required in Achievement 8; added clarification on the test material for the Mitchell, Earhart, and Spaatz Awards; changed all references of ECI to AFIADL; added requirement to pass the CPFT to earn each milestone award; added clarification on how to complete staff duty analyses during Phases III and IV; changed procedures to request the Spaatz Award examination and added requirement that the wing commander's approval must be obtained; changed all references of liaison officers to state directors or deputy state directors; updated procedures for processing the Spaatz Award examinations; added clarification regarding dignitaries authorized to present cadet awards; updated the listing of special awards available to cadets; added a provision for the revocation of cadet milestone awards; updated various visual aids and figures in the chapter.

Chapter 3: Added clarification that group Cadet Advisory Councils (CACs) may be authorized by the wing commander; changed the title of "alternate" representatives to "assistant" representatives; added clarification for the appointment process of CAC representatives and officers; added clarification regarding the duties of CAC representatives and advisors; added requirement that CACs publish minutes and agendas; added authorization for group CAC primary representatives to wear the CAC ribbon and a green shoulder cord and updated the awards scheme for CACs at the other echelons.

Chapter 4: Added clarification that the CAPF 31 is used to apply for national cadet special activities (NCSAs); added clarification concerning graduation requirements for NCSAs; added clarification regarding the selection of NCSA directors; updated the cadet orientation flight policies and procedures to be consistent with CAPP 52-7; updated the paragraphs on national competition and honor guards.

Chapter 5: Added clarification that encampments may be conducted over a series of weekends; changed the required reporting procedures for encampments; updated the encampment curriculum.

Chapter 6: Added clarification regarding JROTC cadets' advancement in the CAP Cadet Program; added clarification regarding dual-charter opportunities in Scouting.